



MANAGEMENT
& SUPPORT
TOP 10 TIPS

10 WAYS MANAGERS CAN REDUCE STRESS IN THE OFFICE

**WORK
SHOULD
NOT HURT!**

A CHASNZ initiative



Enable task rotation



Organised working space



Workload management tools



Quality computer equipment

ON THE JOB

- 1 Job requirements:** Make sure all employees have a clear job description, performance specification and agreed workload expectations. Clarify goals, remove uncertainty, and agree on workloads.
- 2 Task rotation:** Does the work of your staff include a variety of tasks to avoid monotony, allow a change of posture and reduce fatigue? Consider training to increase their roles across a range of tasks to enable task rotation.
- 3 Supervision:** A good supervisor can help reduce stress by providing support, guidance, and feedback. However, if there is more than one supervisor ensure there is a system in place to avoid conflicts.
- 4 Working overtime:** Try to avoid your employees having to work overtime if possible. If it's unavoidable, make sure they have sufficient time off to rest and recharge.
- 5 Prioritise tasks:** Encourage your staff to prioritise their tasks by focusing on what's important and what needs to be done first.
- 6 Email management:** Assist your employees with email management. Employees can stay on top of their email by checking it regularly, prioritising important messages, and filing emails that they don't need.

SYSTEMS AND EQUIPMENT

- 7 Working space:** Create a comfortable and organised working space. Make sure the office area is clean, clutter-free, and equipped with all the necessary tools and equipment.
- 8 Workload management:** Consider using tools and systems to monitor and manage workloads. Project management software, calendars, and task lists can help to stay organised.
- 9 Starting work or returning to work:** Ensure there are systems in place to monitor and manage the workloads of new recruits or those returning from periods of absence.
- 10 Computer equipment:** Have up-to-date and good quality computer equipment, software and technology. This will allow employees to work more efficiently and productively.

Supported by:



He Kaupare. He Manaaki.
He Whakaora.
prevention.care.recovery.

GOT ANOTHER GOOD TIP? TELL US ABOUT IT!

Email it to info@chasnz.org and receive
a free buff for you and each of your
team members.