OCTOBER 21

Manage Emotional Load

Canada's Healthy Workplace Month

EXCELLENCE CANADA

Emotional load is the effort that it takes to manage one's own feelings and the feelings of others. It is important to acknowledge these emotional stressors to create a more balanced life.



Label Your Emotions

When you are feeling overwhelmed, name the specific emotion you are feeling out loud. Naming emotions rationalizes them and reduces their intensity.

Thought Download

Set a timer for 3 minutes and continuously write down every emotion you are feeling, worries, and or ideas that come to mind without editing or judgment.

Choose how you will

Manage Emotional Load

Boundary Setting

At the end of your day, intentionally schedule time that is dedicated solely to you. Use this time to unwind your thoughts and release the emotional load you accumulated throughout the day.

Progressive Muscle Relaxation

From head to toe, tense specific muscle groups while inhaling and releasing the tension while exhaling.

Learn more at
healthyworkplacemonth.ca

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improving performance, recognizing excellence • améliorer le rendement, reconnaître l'excellence

Daily Resource

S.T.O.P Technique:

Stop: What you are doing
Take a breath: Focus on controlled, steady breathing
Observe: Notice what you are feeling
Proceed: Move forward with more intentional action

Workplace Tips

For Leaders

Be an advocate for fairness, ensure tasks and workload are equally distributed amongst team members.

For Team Members

Utilize your breaks. It is important to take small pauses throughout the day to remain alert and efficient.

> **Emotions are a critical source of information for learning.**
>
> **-Joseph Ledoux (neuroscientist)**

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