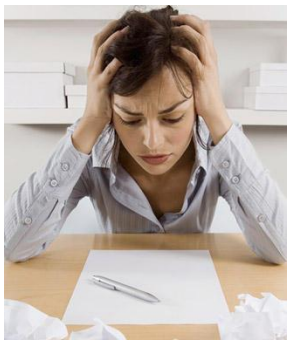
University of Massachusetts
UMASS Medical School

REDUCING STRESS & BURNOUT



Managing stress is an essential factor in employee health and satisfaction. To reduce tensions while working remotely, we advise our employees to create a work routine and set boundaries. For all employees, whether working remotely or working on site, we encourage the following to reduce stress:

- Exercise daily,
- If you are working at a computer, get up and move or stretch every hour
- Practice Mindfulness
- Reduce or limit caffeine, and
- Get proper rest

To further reduce stress, please find an attached article titled *'How to Stay Focused on What You Can Control'*. The article includes reflections to consider during times of uncertainty.

For additional information and tips on reducing work stress, click on the following link to the HBR article *'Reduce Your Stress in Two Minutes a Day'*
https://hbr.org/2013/11/reduce-your-stress-in-two-minutes-a-day

If you continue to experience stress, call your manager or reach out to the UMMS Employee Assistance Program (EAP).

EAP offers UMMS employees' confidential access to professional assistance for a variety of problems, including stress and anxiety related to working remotely. For direct access to the UMMS Employee Assistance Program, call 800-322-5327, or email eap@umassmed.edu or click on the link: https://www.umassmed.edu/eap/

About the author:
Cheryl Ramsey is a Ph.D. in Human and Organizational Systems and works in Human Resources Department at UMMS as the Executive Director of Learning & Organizational Development. If you would like to learn more about working remotely, need support leading remote teams, or dealing with change, please email OD@umassmed.edu

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