



Managing well at work

Employment or work can be meaningful and important in different ways. It is a source of income, but can also be a source of enjoyment, pride and self-worth. If you are finding work a struggle, there are many steps that you or a friend/colleague/ employer can do to help you to manage your work role or daily routine. If your needs are more complex, or you are unsure how to manage your situation at work, you can ask for an occupational therapy assessment.

Top tips

from occupational therapists

Take care of yourself

- **Eat and drink healthily** with plenty of fruit, vegetables and water, to help boost your immune system and energy levels.
- **Exercise**, even walking, will help lift your mood and improve your fitness.
- **Sleep helps**, but if you are struggling, try avoiding stimulants (including tea and coffee), taking a bath, using blackout curtains, listening to gentle music or deep breathing exercises.
- **Balance your weekly routine**, so you have a good mix of work, rest and leisure activities.

Manage your activities

- **Identify the triggers** that negatively impact you and look for ways to reduce or manage them.
- **Set realistic goals** by breaking each task into small steps - they will seem more manageable that way. Don't try to do too much.
- **Plan ahead** and give yourself plenty of time to carry out tasks and activities - it will help you feel more in control.
- **Use technology** to help manage tasks. Software and apps can help organise your child's time, record and store information and communicate with others.

Manage at work

- **Good posture** while you work is important. If you are straining your back or neck talk to your employer about what adjustments can be made.
- **Consider different coping mechanisms** such as flexible working, working from home, taking longer or more mini-breaks.
- **Set boundaries** to ensure you can walk away from your work when it's done. Try not to think about it once you have finished for the day.

Ask for support

- **Talk with your employer** about what they can do to help you. If you have a disability or long term illness, they should make reasonable adjustments to meet your needs. Discuss any difficulties you might have accessing areas at work or using equipment and how they can best help you.
- **Talk with your GP**. If you haven't seen your GP already, consider asking for their help.
- **Talk with family and friends**. to help them understand how you feel and how they can support you.

Occupational therapy

helping people to live, not exist



Occupational therapists provide practical support to help you do the activities that matter to you. They will consider all of your needs – physical, psychological, social and environmental. Their support can make a real difference giving a renewed sense of purpose, opening up new horizons, and changing the way you feel about the future.

Support from an occupational therapist

An occupational therapist will consider your strengths, abilities and health care needs. They will find out what you want and need to be able to do and then consider if your environment (home, workplace, school, etc.) supports or hinders your ability to do those things. They can then find ways to make life easier and support you to manage daily tasks and activities. This might include support with self-care, household chores, getting out and about, finding or staying in work or education, or taking part in social and leisure activities.

Arranging to see an occupational therapist

Speak with your GP or a health and social care professional - they might be able to arrange for you to see an occupational therapist. Before you speak with anyone, you might find it helpful to spend some time writing down the things you're worried about or struggle with; it will help you feel more prepared.

If you see an occupational therapist on the NHS, or through education or social services, you will not have to pay. Alternatively, you could consider contacting a local independent occupational therapist who works outside the NHS and social care services. You will need to pay for their services. You, or a friend or carer, can find contact details of independent occupational therapists online at www.rcotss-ip.org.uk/find.

Occupation matters

rcot.co.uk

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