



5 EMPLOYEE PRODUCTIVITY TIPS FOR MENTALLY WELL WORKPLACES

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LEARN HOW & WHEN TO SAY NOT AT WORK

NO

Employees take too much on due to guilt or fear as being labelled lazy. Learn to set healthy boundaries & say no, especially if you are feeling stressed or are feeling burnt out.

DISENGAGE FROM WORKPLACE POLITICS

Worrying about workplace politics takes away from focus on your core tasks and duties. Focus on a positive mindset and attitude and avoid colleagues who try to suck you into a different perspective



DELEGATE WORKLOADS TO REDUCE PRESSURE

Being passionate is good, but not if it means you take on more than you should. Trust colleagues to take on & share the workload. Let go of control & be comfortable with delegation to increase overall productivity

DON'T COMPETE, BUT COLLABORATE

Being open about collaboration can allow you to compete at a higher level & reduce stress. Leaders must be open to and drive collaboration in order to create win/win situations



4

APPLY 4 CORE EMOTIONAL INTELLIGENCE SKILLS

Understand and apply self awareness, self management, social awareness and relationship management to improve internal & external interactions

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