

IDENTIFY SOURCES OF WORK STRESS

If you can identify the causes of your stress at work, you may be able to develop skills to counteract it. For each situation described below, decide how much stress it is creating for you.

SCORING

High Stress 3 • Moderate Stress 2 • Low Stress 1 • No Stress 0

- | | | | | | |
|----|--|-----|----|---|-----|
| 1 | Too much work to do | () | 19 | Too little work to do. | () |
| 2 | Too many different roles to play | () | 20 | Changes in the way I'm asked to work | () |
| 3 | Being responsible for managing others | () | 21 | Work politics | () |
| 4 | My relationship with others at work | () | 22 | Lack of colleagues to confide in | () |
| 5 | My wages / salary | () | 23 | An unpleasant physical environment | () |
| 6 | Continuing working at home | () | 24 | Prioritizing between work and home | () |
| 7 | Working long and unsociable hours | () | 25 | Time pressures and deadlines | () |
| 8 | Being unclear what is expected of me | () | 26 | Lack of variety and stimulation | () |
| 9 | Having to make decisions or plans | () | 27 | Fear of making a mistake | () |
| 10 | My relationship with my manager | () | 28 | Poor training and guidelines | () |
| 11 | Doing a job that does not stretch me | () | 29 | Lack of job satisfaction | () |
| 12 | Difficulty switching off at home | () | 30 | My partner's attitude to my work | () |
| 13 | Too many demands on my time | () | 31 | Not having the right skills for the job | () |
| 14 | Having few clear objectives to work to | () | 32 | Little feedback about my performance | () |
| 15 | Dealing with conflict | () | 33 | Meetings / giving presentations | () |
| 16 | Little encouragement and support | () | 34 | The general morale of the workplace | () |
| 17 | Career and promotion prospects | () | 35 | Job insecurity or threat of redundancy | () |
| 18 | The demands of work on my home life | () | 36 | Changes outside work – finance, illness | () |

INTERPRETING YOUR SCORE

*Transfer your scores for individual questions across the following columns of boxes
Each column will show how you score in particular areas of your work. Add up the scores
in each column to find out the areas on which you need to concentrate most.*

A	B	C	D	E	F
1 ()	2 ()	3 ()	4 ()	5 ()	6 ()
7 ()	8 ()	9 ()	10 ()	11 ()	12 ()
13 ()	14 ()	15 ()	16 ()	17 ()	18 ()
19 ()	20 ()	21 ()	22 ()	23 ()	24 ()
25 ()	26 ()	27 ()	28 ()	29 ()	30 ()
31 ()	32 ()	33 ()	34 ()	35 ()	36 ()
TOTAL()	TOTAL()	TOTAL()	TOTAL()	TOTAL()	TOTAL()

A: Workload

Over 8 Your workload appears to be creating stress. Seek to make changes to your job.

5-8 Your workload is on the verge of being stressful.

Below 5 Overload may not be an issue, but a high score for question 19 may indicate that underload is a problem.

Review *ASSERTIVENESS*
MANAGING YOUR TIME

B: Role

Over 8 Your job description appears to need clarifying and defining. Confront your manager assertively and make changes.

5-8 Some clarification is needed regarding your role at work.

Below 5 Your role at work does not appear to be a problem.
Review *ASSERTIVENESS*
MANAGING YOUR TIME

C: Responsibility

Over 8 You appear to be uncomfortable with your present responsibilities. You may benefit from talking to colleagues who have more experience of responsibility. Ask for more training.

5-8 You seem to have difficulties taking responsibility at work.

Below 5 You do not appear to have a problem with responsibility.
Review *ASSERTIVENESS*
RATIONAL THINKING

D: Relationships

Over 8 Relationships at work appear to be creating stress. Aim to improve the quality of these and seek better support from those around you.

5-8 Your relationships at work could be a source of stress.

Below 5 Relationships at work do not appear to be a problem.
Review *ASSERTIVENESS*
IMPROVING RELATIONSHIPS

E: Job Satisfaction

Over 8 You appear to have a low level of job satisfaction and possibly do not feel valued at work. Are you doing the right job? Are there more satisfying areas that you could move into?

5-8 Your job could be more satisfying.

Below 5 You appear to enjoy your work.
Review *ASSERTIVENESS*
MANAGING YOUR TIME

F: Home/Work Interface

Over 8 You seem not to be keeping home and work separate. You may need to re-establish those firm boundaries.

5-8 Home and work show signs of interacting negatively.

Below 5 The interaction between home and work does not appear to be stressful.
Review *SELF-CARE*
MANAGING YOUR TIME