



Routine

ANTI-ANXIETY

**THE METHOD TO ELIMINATE
ANXIETY AND IMPROVE
YOUR WORK!**

THE POWER OF AN ANTI-ANXIETY ROUTINE AT WORK

Welcome to the Anti-Anxiety Routine for Work! This method is designed so that you can integrate simple and effective techniques throughout your workday, helping to reduce anxiety and promoting a state of calm and emotional control.

Each technique here is practical and straight for ward, ready to be applied at any time, with a single focus: providing immediate relief, improving your well-being and increasing your productivity. Get started today and discover how small changes can make a big difference in your routine!



Practical Mindfulness for Stress Reduction

This module offers quick, unobtrusive mindfulness practices that can be done at any time, helping to restore focus and calm.



Techniques

1. Breathing 4-7-8

Instructions: Inhale deeply through your nose, counting to 4. Hold your breath, counting to 7. Exhale slowly through your mouth, counting to 8. Repeat this cycle three times.

Duration: 1 minute.

Benefits: This technique helps to slow down breathing and calm the nervous system, making it ideal for moments of high pressure.

1.2. Concentration Anchoring

Instruction: Choose a point of focus, such as the sensation of breathing through your nose or the sound of your surroundings. Focus on that point for 2 minutes, noticing any distractions that arise and gently returning your attention to the point of focus.

Duration: 2 minutes.

Benefits: This practice helps train the mind to stay focused, reducing feelings of overwhelm.

1.3. Mindful Stretching

Instructions: Sit up straight and gently stretch your neck and shoulders. Breathe deeply as you stretch, and visualize the stress leaving your body.

Duration: 1 to 2 minutes.

Benefits: This exercise is ideal for relaxing tense muscles and improving circulation, bringing an immediate feeling of relief.



SELF-CARE MICRO-HABITS FOR WORK

These mindfulness practices help calm your mind and prepare you to face the demands of work in a lighter, more focused way.

Objective

This module presents micro-habits that are easy to incorporate into your daily routine, which help relieve tension and recharge energy, without interfering with work activities.

Micro-habits

Hydration and Breathing Break

Instruction: Every hour, drink a glass of water and take three deep breaths, inhaling through your nose and exhaling slowly through the mouth.

Duration: 1 minute.

Benefits: Staying hydrated and breathing consciously brings mental clarity, regulates mood and contributes to a feeling of physical and mental well-being throughout the day.

Anti-Tension Movements

Instruction: Every 90 minutes, do a brief stretch for your hands, shoulders and neck.

Extend your arms, make circular movements with your shoulders, and stretch your neck to the sides while breathing slowly.

Duration: 1 to 2 minutes.

Benefits: These movements help to avoid tension and muscle pain, common in those who spend a lot of time in a fixed position. They provide immediate relief and increase physical fitness.



Emotional Self-Check

Instruction: During breaks, ask yourself, “How am I feeling right now?” Identify if you feel tense, anxious, or overwhelmed. If needed, take a quick 2-minute break to breathe or stretch.

Duration: 1 to 2 minutes.

Benefits: Self-check Emotional stress helps you identify stress before it escalates. This habit promotes self-awareness and allows you to take preventive actions, such as taking a short break or taking deep breaths.

ASSERTIVE COMMUNICATION FOR MENTAL HEALTH AT WORK

This module teaches **assertive communication strategies** so you can express your needs clearly and respectfully, reducing stress and promoting a more understanding work environment.



STRATEGIES

DIALOGUE ABOUT LIMITS



Instruction: Prepare simple sentences to communicate the need for a break without over-justifying.

For example: "I need 5 minutes to compose myself. I'll be right back so we can continue."

Duration: Applicable whenever necessary.

Benefits: Helps to establish personal boundaries assertively, without creating discomfort. This practice reduces the accumulation of stress and allows for small, strategic breaks throughout the day.

REQUEST FOR POSITIVE FEEDBACK



Instruction: When asking for feedback, use a positive and specific approach, such as: “I’m working on improving in specific areas and I value your feedback.

“Is there anything you think I could focus on?”

Duration: A few seconds.

Benefits: Asking for feedback in this way demonstrates proactivity and strengthens working relationships, creating a sense of support and personal growth.

HOW TO SAY ‘NO’ RESPECTFULLY



Instruction: Use phrases like “I can’t help right now, but I can offer support later.” This communicates boundaries without sounding disengaged.

Duration: Applicable whenever necessary.

Benefits: Establishes clear boundaries without compromising relationships with colleagues. This approach helps reduce work overload by promoting more balanced time and energy management.

ENERGIZING MEAL PLAN

This module offers practical and healthy eating suggestions to maintain focus and balance your mood throughout the day, avoiding the negative effects of stress and fatigue.

01

SNACK ANTISTRESS

Suggestion: Include snacks such as fresh fruit (banana, apple), nuts, chestnuts or a square of dark chocolate.

Benefits: These foods provide nutrients that help stabilize mood and energy, reducing fatigue and irritation at work.

02

BALANCED LUNCH

Suggestion: Prioritize a meal with a variety of vegetables, a lean protein source (such as chicken, tofu or chickpeas) and whole grains (such as brown rice or quinoa).

Benefits: A balanced lunch helps you stay focused and energized throughout the day, without the tiredness that comes with eating a heavy meal.

03

CONSTANT HYDRATION

Tip: Keep a bottle of water nearby and set reminders to drink water every hour.

Benefits: Hydration is essential for brain function and emotional balance. Drinking water regularly contributes to greater mental clarity and a more stable disposition.



These dietary choices are easy to implement and provide natural and effective support for mental well-being. They are simple but powerful adjustments that have significant benefits for managing stress and increasing energy at work.

WEEKLY WELLNESS JOURNEY

This module presents a weekly plan of small actions to implement and strengthen the anti-anxiety routine, promoting a more balanced and productive week. Each day of the week brings a different focus, encouraging the user to try one technique at a time and build a continuous cycle of self-care and mental health.

Daily Wellness Guide

Monday: Breathing and Focus

Task: Start the week with the 4-7-8 Breathing technique twice a day – once at the start of the workday and once before an important meeting.

Objective: To start the week calmly and help the mind adjust to the pace of work.

Tuesday: Emotional Self-Check

Task: Perform an emotional self-check before and after lunch. Ask yourself how you are feeling and, if necessary, take a breathing or stretching break.

Objective: Identify stress early on and prevent it from building up throughout the day.

Wednesday: Conscious Eating

Task: Try a stress-relieving snack (fresh fruit, nuts, or dark chocolate) and drink water before an important meeting. Notice how it impacts your mood.

Objective: Maintain stable energy throughout the day and avoid drops in attention and mood.

Thursday: Assertive Communication

Task: Practice an assertive communication technique. Try saying “no” politely or asking for positive feedback from someone on your team.

Objective: To establish boundaries and improve communication, promoting a healthier and more respectful work environment.

Friday: Mindful Relaxation and Stretching

Task: Before you leave for work, do a mindful stretch for your neck, shoulders and back. Breathe deeply as you stretch, releasing any tension that has built up.

Objective: To end the week in a relaxed way and prepare the body and mind for the weekend.



This Weekly Wellness Journey is structured so that you can implement one technique per day, in a practical and gradual way. By the end of the week, you will have experienced different self-care methods, promoting a continuous cycle of well-being that can be adapted according to your weekly needs.

Conclusion:

Congratulations on getting this far and dedicating yourself to transforming your work routine into a healthier and more peaceful environment! With the Anti-Anxiety Routine for Work, you now have simple but powerful techniques to maintain emotional balance and mental well-being, even on challenging days.

Remember: the secret lies in constant practice and in the small daily choices that make all the difference. With every conscious breath, stretch break, or healthy snack, you are cultivating an internal space of calm and resilience.

This is just the beginning of a new journey of self-care. Keep these techniques close to your heart, adapt them as needed, and continue to explore ways to empower yourself. May your work become a space not only for productivity, but also for personal growth and well-being.



