

Workday Anxiety Toolkit

Practical exercises, scripts, and trackers to manage anxiety at work

Quick tools you can use at your desk, plus a 14-day tracker to build lasting habits.

Quick Calming Cards

- Box Breathing: Inhale 4 counts, Hold 4, Exhale 4, Hold 4 (Repeat 3 rounds)
- 5-4-3-2-1 Grounding: 5 things you see, 4 things you touch, 3 things you hear, 2 things you smell, 1 thing you taste
- 4-7-8 Breath: Inhale 4, Hold 7, Exhale 8 (Repeat 3 rounds)

1-Minute Desk Exercises

- Progressive Muscle Release: Tense shoulders, fists, jaw for 5 seconds, then release
- Shoulder Rolls: 10 slow rolls forward and backward
- Neck Stretch: Tilt head side to side, hold 5 seconds each side

Stress Journal Template (Repeat Daily)

- Date / Time / Trigger
- Physical symptoms (circle): chest / breath / stomach / head / none
- Thought: 'I'm thinking...'
- Evidence for thought:
- Evidence against thought:
- Reframe:
- Coping action used:
- Mood before / after (1–10)

Weekly Progress Tracker

- Week start / Week end
- Goals for the week
- Wins
- Next week adjustments

Scripts & Email Templates

- Manager Conversation Script: 'I want to share something affecting my focus... Could we try blocking my mornings for focused work for 2 weeks?'
- Email Template (copy/paste): See detailed example in article text above

Resource List & Relapse Prevention Plan

- Apps: Calm, Headspace, CBT apps
- EAP contact template
- Emergency resources / crisis line
- Relapse Prevention: Early warning signs, immediate steps, support contacts, emergency instructions