



تجمع الرياض الصحي الثاني
Riyadh Second Health Cluster
شركة الصحة القابضة



Work Well - Mental Health

Welcome to the "Employee Health" (Work well) booklet. Our goal is to promote health awareness among employees and provide practical tools to help you improve your mental and physical health both inside and outside the workplace. We wish you a healthy and energetic journey!

Our goal:

- ✓ **Raising awareness of the importance of employees' mental and physical health.**
- ✓ **Providing reliable and applicable information for daily life.**
- ✓ **Encouraging the adoption of healthy habits that enhance productivity and well-being.**

Concept of Mental Health and Its Importance in the Workplace:

Mental health is a state of balance that helps you cope with life's stresses and participate in society. It is a fundamental right and a key factor of development. It is not limited to the absence of disorders but includes a spectrum of varying psychological conditions.

In the workplace, mental health is essential for achieving employee well-being, as the work environment directly affects their psychological state. Therefore, **it is important to promote mental health in workplaces** to reduce stress and support employees.



Factors Affecting Employee Health in the Work Environment:



- Lack of skills or a mismatch with job tasks.
- Excessive workload or a shortage of staff.
- Long working hours or inflexible schedules.
- Lack of support from colleagues or overbearing supervisors.
- Being subjected to harassment or bullying.
- Discrimination or exclusion in the workplace.
- Unclear job roles.
- Unfair promotions (insufficient or excessive).
- Lack of job security, low wages, or limited professional development.
- Difficulty balancing work and home life.

Signs of Burnout and Chronic Stress:

Signs of burnout and chronic stress among employees may sometimes be obvious; however, they often develop gradually and are overlooked, leading to a decline in performance and mental and physical health.

Here is the full classification of signs:

First: Psychological and Behavioral Signs



1. Decreased Motivation to Work:

- Loss of passion for daily tasks.
- A constant feeling of boredom or a sense of futility in work.

2. Social Withdrawal:

- Avoiding interaction with colleagues.
- Isolation or lack of participation in meetings.

3. Irritability and Nervousness:

- Exaggerated reactions to minor issues.
- Difficulty controlling one's temper.

4. Decreased Productivity and Focus:

- Easily distracted.
- Forgetting tasks or making repeated mistakes.

5. Persistent Anxiety or Feelings of Depression:

- Having a sense of psychological distress or sadness without a clear reason.
- Constant thoughts about quitting work.

Second: Physical Signs

1. Persistent Fatigue:

- Feeling tired even after sleep or rest.
- Physical heaviness or loss of physical energy.

2. Sleep Problems:

- Difficulty falling asleep or frequent waking.
- Persistent insomnia or excessive daytime sleepiness.

3. Frequent Headaches or Muscle Pain:

- Particularly in the neck, shoulders, or back.

4. Gastrointestinal Disorders:

- Such as nausea, diarrhea, or constipation.

5. Changes in Appetite or Weight:

- Noticeable increase or decrease in eating or weight.

Third: Work Performance-Related Signs

1. Decline in Work Quality:

- Completing tasks quickly but inaccurately.
- Repeated mistakes or failure to meet deadlines.

2. Frequent Absences:

- Increased sick leave.
- Consistent lateness or leaving work early.

3. Inability to Make Decisions:

- Excessive hesitation.
- Requesting guidance excessively.

Important Note:

If these symptoms persist **for more than several weeks**, they may be an indicator of **burnout** or **chronic anxiety disorder**.

How to Deal with Symptoms of Burnout and Chronic Stress in Employees:

1. Recognize and Acknowledge the Symptoms:

- The first step is to consciously notice physical or psychological symptoms (such as persistent fatigue, sleep difficulty, reduced concentration, irritability).
- Do not ignore these signs or consider them normal to be endured.

2. Speak with Support Channels at Work:

- Approach HR Department or your Line Manager to discuss the situation.
- Request possible accommodations, such as temporarily reducing workload, rescheduling tasks, or taking a leave.

3. Visit a Doctor or Psychologist:

- Consult a general practitioner or a psychiatrist to accurately assess the condition.
- The doctor can recommend appropriate treatment (counseling sessions, relaxation exercises, or medication if necessary).

Stress Management Strategies:

Stress Management is essential for maintaining mental health and productivity in the workplace. Below are **practical strategies, tips, and exercises for employees** to help handle daily stress:

Time Management and Prioritization:

- Use a daily To-Do List.
- Identify urgent and important tasks (Eisenhower Matrix).
- Avoid procrastination and break large tasks into small parts.

Set Clear Boundaries Between Work and Personal Life:

- Do not take work home with you (as much as possible).
- Take short breaks throughout the day.

Build a Social Support Network at Work:

- Talk to colleagues you trust.
- Ask for help when needed.
- Participate in group activities or volunteering within the company.

Adopt a Healthy Lifestyle:

- Eat a balanced diet.
- Get enough sleep (7–8 hours a night).
- Exercise regularly.

Mental Relaxation Techniques:

The 4-7-8 Technique

This technique is based on a specific breathing pattern that includes simple steps:

1. Sit or lie down in a quiet place.
2. Inhale through your nose for 4 seconds.
3. Hold your breath for 7 seconds.
4. Exhale slowly through your mouth for 8 seconds.
5. Repeat the process 4 times or until you feel relaxed.



Mindful Breathing Technique

In this technique, the individual focuses entirely on the breathing process with full awareness:

1. Sit or lie down in a quiet place.
2. Close your eyes and take a deep breath slowly through your nose.
3. Notice how the air moves inward and fills your lungs, then exhale slowly through your mouth.
4. Focus on each breath and notice any thoughts or feelings that arise, without trying to change them.

Box Breathing Technique

This exercise is used to improve focus and relieve stress:

1. Sit or lie down in a quiet place.
2. Inhale for 4 seconds.
3. Hold your breath for 4 seconds.
4. Exhale for 4 seconds.
5. Wait for 4 seconds before repeating.



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إدارة التثقيف الصحي

**Health Promotion
Department**

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