



# GUIDE TO MENTAL HEALTH AT WORK [2023]

Learn from our collection of personal stories and practical strategies to help you navigate mental health in both your personal and professional lives.

## INTRODUCING CALM COLLECTIVE

Calm Collective is a community-driven organisation with the mission to normalise mental health conversations in Asia.

**FOR COMMUNITY:** We support the community through the Calm Circles peer support programme, virtual talks, Calm Conversations podcast, and CalmCon wellbeing festival. We also create mental health content which we share on social media (Instagram, LinkedIn), and our blog.

**FOR CORPORATES:** Calm Collective offers workplace programmes, training, and consultancy to organisations such as Spotify, The Body Shop, and Taylor & Francis. Learn more here.

*If you don't pick a day to rest, your body will pick one for you*



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## IT'S WORLD MENTAL HEALTH AWARENESS MONTH THIS MAY

Calm Collective has put together some resources for you to learn more about mental health.



## HOW TO USE THIS


Our guide is arranged by topic and contains a curated list of talks, tips, and articles. [Click on the title](#) to access the original content.



## SHARING IS CARING

Did something resonate? Share the resource with your friends, family and colleagues. Feel free to share it in your work EDMs or chats.



- 
- **#HealthyHustle**
  - **Drawing boundaries**
  - **Practice self-compassion**
  - **Supporting Well-being at Work**
  - **Seeking Mental Healthcare**

# #HEALTHYHUSTLE

TITLE	TYPE	ABSTRACT
<a href="#"><u>How to reduce guilt about not being productive</u></a>	Article	With the increasing pressure to constantly be productive, feeling guilty about not being productive is a common experience for many. This phenomenon, productivity guilt, can be described as the sense of guilt arising from not completing tasks, achieving goals and hustling.
<a href="#"><u>Tips to fully unplug from work</u></a>	Illustration	Just like your body needs time to recuperate after a hard workout, your mind needs time to unplug and disconnect from the workday. Take time to properly recover, so you're setting yourself up for more productive days and a happier, healthier life.
<a href="#"><u>What I learned from taking time off</u></a>	Article	You might take time off to give yourself a break or just to get away for a few days. It allows us the space and time to be on our own, and may evoke feelings of anxiety, excitement, or maybe even guilt for not being "productive" or "present".
<a href="#"><u>Building gratitude into your work routine</u></a>	Illustrations	Making a conscious effort to practise gratitude can do wonders for our wellbeing. By incorporating simple, actionable steps into our daily routine, we can shift our perspective and find joy in the little things.
<a href="#"><u>Ways to advocate for yourself at work</u></a>	Illustrations	Self-advocacy means making your own wants and needs a priority. It isn't selfish or unprofessional. It's knowing your rights, communicating your rights to others, and taking action to support your own well-being.
<a href="#"><u>5 Ways to manage stress</u></a>	Illustration	Life can get stressful and overwhelming, and we all handle stress differently. If you're struggling or finding it hard to manage your stress, here are some tips that help us here at Calm Collective!



# SUPPORT WELLBEING AT WORK

TITLE	TYPE	ABSTRACT
<a href="#"><u>How to lead with compassion</u></a>	Talk	In this talk, we'll explore how practising compassion enables leaders to advocate for their teams, humanise the workplace, and lead organisations more effectively.
<a href="#"><u>How can managers be vulnerable without oversharing</u></a>	Article	Building personal and authentic connections can help people respond more positively to us. If you're a leader wanting to be more vulnerable with your team, here are some tips to keep in mind.
<a href="#"><u>How to listen better as a manager</u></a>	Illustrations	Encouraging a culture of listening can help your organization to bypass any potential issues, motivate employees and make the workplace more effective and productive.
<a href="#"><u>Offering support to a colleague if they are grieving</u></a>	Illustrations	As the natural response to a loss of a loved one, grief can overwhelm a person as they move through a range of emotions. Here are some tips that can help you reach out to grieving colleagues with compassion and empathy and support them through a difficult time.
<a href="#"><u>Asking for support from your boss when you're struggling with your mental health condition</u></a>	Illustrations	When you're not in the right headspace, being at work can be difficult. If you're noticing that your mental health struggles are affecting your work performance, it can help to clue your manager in on what's going on so that they can support and provide accommodations.



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**How do you practice compassion in your teams?**

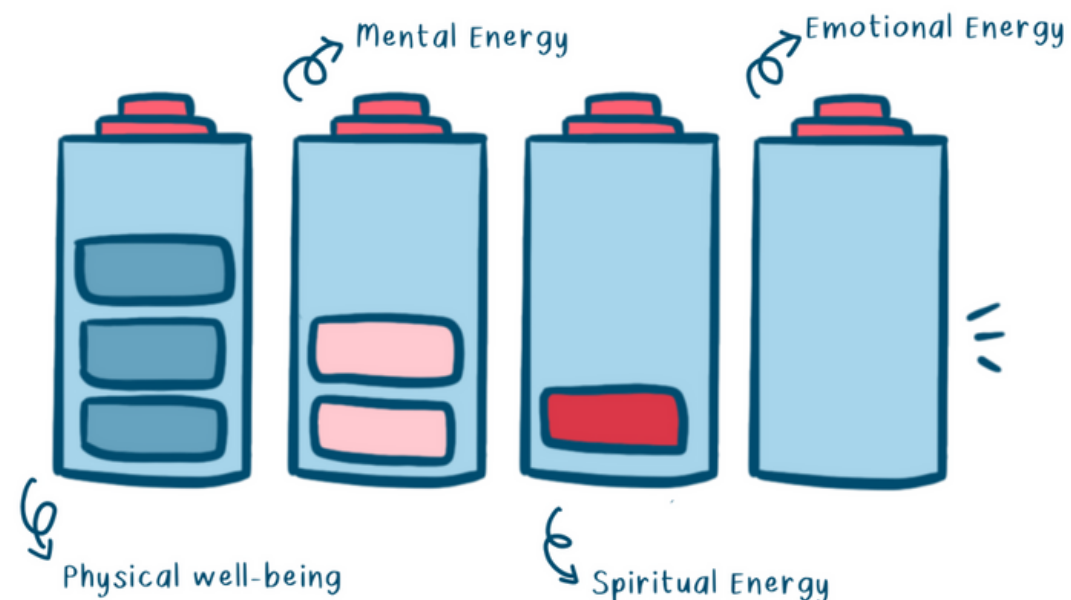


# PRACTICE SELF-COMPASSION



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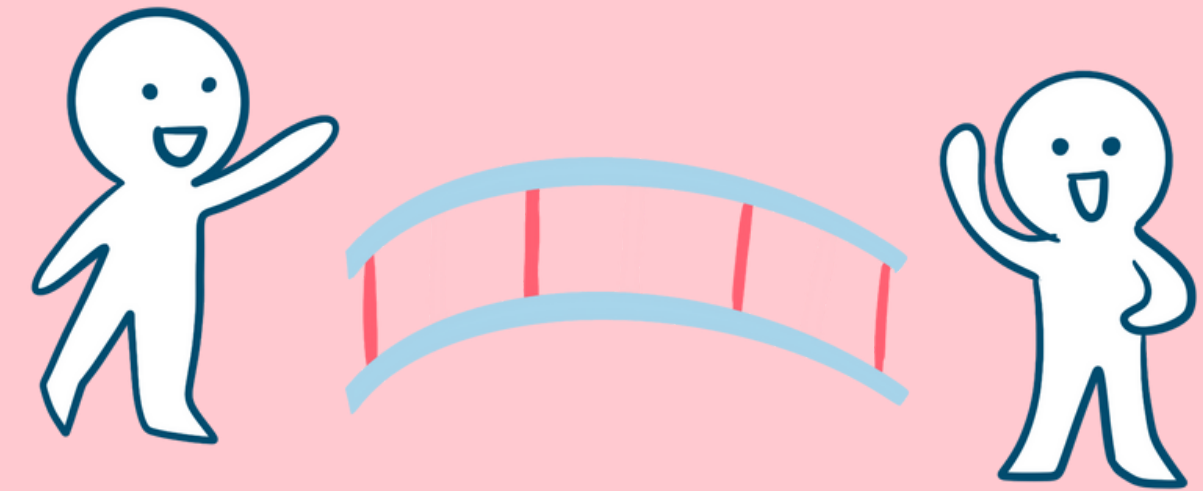
Remember to charge your self-care battery packs



TITLE	TYPE	ABSTRACT
<a href="#"><u>How to be kinder to yourself at work</u></a>	Talk	Often, we are our worst critics. When we feel frustrated or anxious, we talk to ourselves more harshly than we would to anyone else. We wrongly assume that self-criticism will motivate us to do better.
<a href="#"><u>How to have a date with ourselves</u></a>	Article	The idea of 'dating' ourselves, is quite similar to how we generally do it in an actual relationship: getting to know ourselves better, spending intentional time to experience and enjoy the moments.
<a href="#"><u>Self-compassion requires balance</u></a>	Illustration	There's a misconception that self-compassion means giving yourself a free pass. In Dr Kristin Neff's research, she writes about how true self-compassion requires a balance of yin and yang.
<a href="#"><u>When positive affirmations sounds inauthentic</u></a>	Illustrations	Does saying affirmations like, "I am worthy," feel inauthentic and cringe to you? If what you are trying to affirm conflicts with a firmly held negative belief, the positive affirmation can backfire. Instead of you believing the positive affirmation, the negative belief could become stronger if what you wanted failed to manifest.
<a href="#"><u>5Cs of Self-care</u></a>	Illustration	Self-care is not synonymous with self-indulgence or being selfish. It means taking care of yourself so that you can be healthy, you can do your job, and you can care for others.

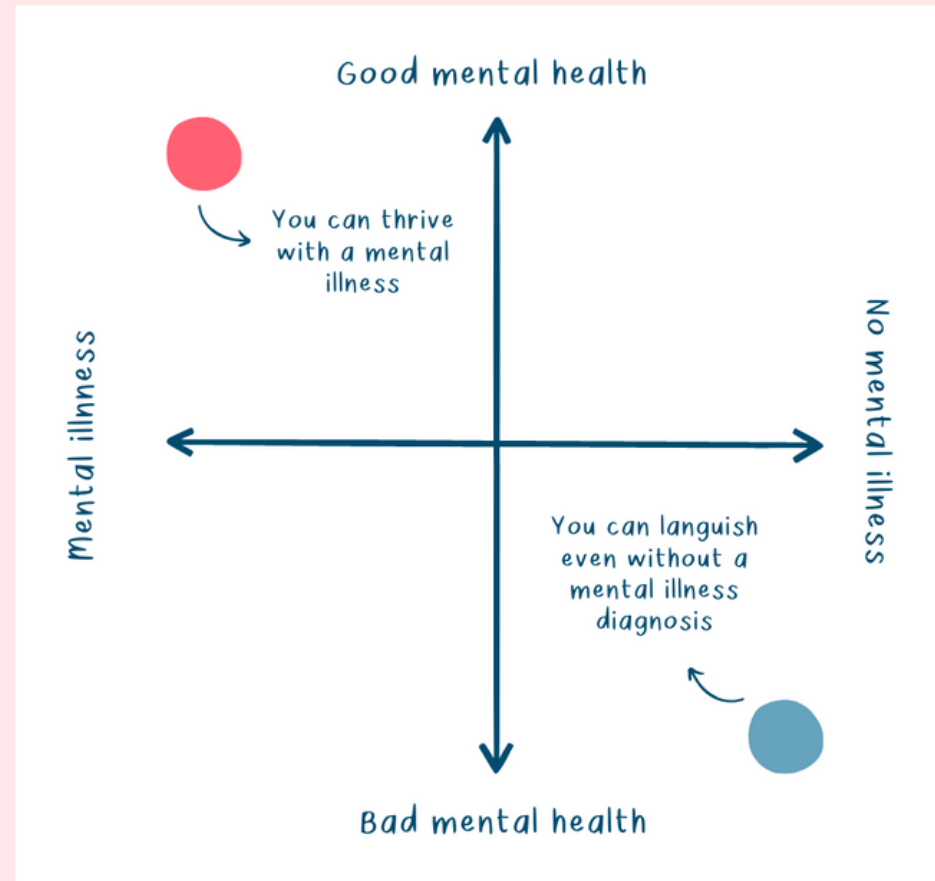
# HOW TO DRAW BOUNDARIES

TITLE	TYPE	ABSTRACT
<a href="#"><u>How can we draw better boundaries at work?</u></a>	Article	In our pursuit of maximum productivity and efficiency, it can be hard to draw boundaries at work. However, as the workload starts to get overwhelming, we might start to experience burnout. How can we then effectively draw these boundaries to balance the relationship between work and well-being?
<a href="#"><u>Ways to say "No" to a co-worker</u></a>	Illustration	For most of us, saying "no" can be a tough thing to do. We often take on things that we feel we "should" rather than what we "want" to do - leading to us feeling overstretched and stressed. Here are some examples on how you can say NO to a co-worker.
<a href="#"><u>How to set boundaries with your boss</u></a>	Illustration	Boundaries can and should be set with your boss, or you might find yourself on the fast track to burnout. Here's some tips on how to navigate this strategically.
<a href="#"><u>How to draw boundaries with your family</u></a>	Illustration	Here's some tips on how to set healthy boundaries with them. We acknowledge that these are NOT easy to do and will take some practice or potentially some guidance from a mental health professional
<a href="#"><u>How to set boundaries with friends</u></a>	Illustration	Setting boundaries can be hard - especially with friends who you truly care about. It might feel awkward at first, but the process is integral for any friendship that's going to withstand the test of time



# SEEKING MENTAL HEALTHCARE

## MENTAL HEALTH VS MENTAL ILLNESS



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TITLE	TYPE	ABSTRACT
<a href="#"><u>Is medication necessary for mental health treatment?</u></a>	Podcast	In this episode, we demystify with Dr Ken Ung, one of Singapore's leading psychiatrists what it is like to be treated with medication, how he works with patients to manage side effects, and what the process of finding the right medication mix is like
<a href="#"><u>What to expect when seeing a psychiatrist for the first time</u></a>	Article	If you're reading this, chances are you are thinking of seeking psychiatric help for the first time. You might be feeling anxious because you're not sure what to expect. Here's a quick lowdown on how to best prepare for, what to expect during, and what happens after your appointment.
<a href="#"><u>Visiting a therapist for the first time: Debunking common misconceptions of therapy.</u></a>	Article	When one visits a therapist for the very first time, it can be difficult to know what to expect. This article discusses some of the predominant misconceptions held by the general public about the process of therapy.
<a href="#"><u>What are the benefits of peer support</u></a>	Illustration	Peer support may not be professional help, but it has many benefits and can definitely be used to bolster any professional help you may be receiving!
<a href="#"><u>Mental health vs mental illness</u></a>	Article	There's a common misconception that mental health only pertains to those who deal with a mental illness. However, we all have mental health, just as we all have physical health that we need to take care of.



## LET'S CONNECT

Learn how we can work together to normalise the mental health conversation at your workplace:

[https://www.calmcollective.asia/  
workplace-wellbeing](https://www.calmcollective.asia/workplace-wellbeing)

Follow us on social media for more mental health content and get updates on our latest programmes:



[Calm Collective Asia](https://www.linkedin.com/company/calmcollectiveasia)



[@calmcollectiveasia](https://www.instagram.com/calmcollectiveasia)

## LOOKING TO SUPPORT YOUR MENTAL WELL-BEING?

Join Calm Circles, our peer support programme, hosted by trained facilitators from the Calm Collective team.

In these 90-min virtual sessions held twice a month, participants get to connect, share, and learn from each other in a safe space.

Learn more at

[https://www.calmcollective.asia/  
calm-circles](https://www.calmcollective.asia/calm-circles)

