



WORKPLACE STRESS CHECKLIST

EARLY WARNING SIGNS FOR LEADERS

This is a tool for HR managers and team leaders to identify potential stress within their teams.

This checklist is designed to help you notice early signs of stress in your employees. Recognising these signs early allows for proactive support and intervention, preventing burnout and disengagement.

Instructions: Use this checklist as a guide during observations or one-on-one meetings. If you notice several of these signs in an employee, it may indicate a need for a supportive conversation and further resources.

1. BEHAVIOURAL CHANGES

- ☐ Increased absenteeism or tardiness
- ☐ A noticeable drop in work performance (e.g. missed deadlines, increased errors)
- ☐ Withdrawal from social interactions or team activities
- ☐ Uncharacteristic irritability, impatience, or mood swings
- ☐ Difficulty concentrating, making decisions, or remembering things
- ☐ Changes in eating or sleeping habits (if mentioned)
- ☐ Increased use of substances like caffeine, alcohol, or nicotine (if observed or mentioned)

2. EMOTIONAL & VERBAL SIGNS

- ☐ Expressions of feeling overwhelmed, anxious, or worried
- ☐ Cynicism or detachment regarding work tasks or the company
- ☐ A noticeable lack of motivation or enthusiasm
- ☐ Increased sensitivity to feedback or criticism
- ☐ Verbalising feelings of being unappreciated or unsupported

3. PHYSICAL SIGNS (IF OBSERVED OR REPORTED)

- ☐ Frequent complaints of fatigue, low energy, or being "always tired."
- ☐ Physical complaints such as headaches, muscle tension, or stomach issues
- ☐ Frequent illness or a general run-down appearance
- ☐ Noticeable changes in personal appearance or hygiene

4. WORKPLACE CONTRIBUTING FACTORS OR CONSIDER

- ☐ Is their workload consistently high with unrealistic deadlines?
- ☐ Do they lack control or autonomy over how they do their work?
- ☐ Is there poor communication or a lack of clarity regarding their role?
- ☐ Are there interpersonal conflicts or a lack of social support within the team?
- ☐ Is there job insecurity or significant organizational change occurring?
- ☐ Does the team culture encourage an "always-on" mentality with poor work-life balance?

NEXT STEPS

If you have identified signs of stress, consider the following actions:

Have a supportive conversation: Approach the employee with empathy and privacy. Ask open-ended questions like, "I've noticed you seem a bit stressed lately, how are you doing?". Create safe space for them to express themselves. Listen patiently, with an open mind, without judgement, let them tell you how they feel without you trying to label it for them.

Explore adjustments: Discuss practical solutions such as temporarily adjusting workload, clarifying priorities, or offering flexible working arrangements.

Offer resources: Remind the employee of available support, such as your Employee Assistance Program (EAP) or internal and external wellbeing resources.

Contact Mirosuna: For evidence-based, tailored group and 1:1 corporate wellness programs to support your people mentally, emotionally and physically.

The hours your team spends at work are either a documented liability or a high-performance asset. When stress and disconnection are left unmanaged, they manifest as auditable psychosocial hazards that directly impact your teams happiness, WorkCover premiums and organisational stability.

We provide neuroscience-backed corporate wellness programs that move beyond 'perks' into primary risk controls. By integrating physiological down-regulation and cognitive recovery, we help your team:

- **Neutralise Psychosocial Hazards:** Implement validated physiological recovery protocols to manage high job demands
- **Optimise Cognitive Load:** Utilise vagus nerve stimulation and neurological reset to return to work with clarity and focus
- **Foster Psychological Safety:** Facilitate psychological safety through effective social support and authentic connections

Our solutions are engineered for high-pressure environments – delivering soulful yet practical, results-driven and designed to satisfy both the skeptic and the regulator.

We'd love to help! Reach out via hello@mirosuna.com