<table>
<thead>
<tr>
<th>TOOLKIT: No 1</th>
<th>RECOGNISING SYMPTOMS / SIGNS OF STRESS IN YOU AND OTHERS</th>
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<tr>
<td>Description of Tool No. 1</td>
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<td>There are a number of signs, including those listed on the next page that may indicate the existence of stress in you or other individuals.</td>
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<td>These signs may not only indicate that you or someone else is stressed but may also be a symptom of some other issue or set of circumstances. One of the key things to look out for is a change in normal personality and/or behaviour.</td>
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<td>This tool can be used as a reference to assist in recognising particular symptoms or signs, which may indicate that you or others are suffering from stress.</td>
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SYMPTOMS / SIGNS OF STRESS

**PHYSICAL SIGNS**
- Headaches
- Tension
- Indigestion
- Breathlessness
- Rashes
- Frequent colds
- Recurrence of previous illness
- Sleep disturbances
- Dizziness

**MENTAL SIGNS**
- Inability to concentrate
- Worrying
- Mistakes
- Muddled thinking
- Persistent negative thinking
- Nervousness

**EMOTIONAL SIGNS**
- Irritability
- Tension
- Moodiness
- Alienation
- Dissatisfaction
- Tearful
- Anxious
- Withdrawal

**BEHAVIOURAL SIGNS**
- Unsocial
- Restlessness
- Lying
- Reckless driving
- Increased drinking or smoking
- Change in appetite

**POOR PERFORMANCE AT WORK INCLUDING:**
- Memory lapses
- Uncharacteristic errors
- Indecisiveness

**SICKNESS ABSENCE:**
- More frequent short term absence

**WORKING HOURS:**
- Arriving late
- Leaving early
- Working excessively long hours on a continual basis

**IMMATURE OR EMOTIONAL BEHAVIOUR SUCH AS:**
- Crying
- Sulking
- Bad temper
- Loss of sense of humour

**FIXATION – e.g.**
- Repeating arguments in meetings
- Refusing to listen to suggestions
- Insisting on using inadequate solutions

**AGGRESSIVE BEHAVIOUR SUCH AS:**
- Bullying
- Criticising others