

- Help your co-worker focus on one small step forward at a time. Trying to “fix” everything at once can be overwhelming.
- If your co-worker is overwhelmed with work, encourage him to write down all of the tasks that he is currently doing and if this seems overwhelming to him, consider offering to help complete the list. Encourage him to take the list to his manager to help him prioritize those tasks that are most important.
- Help your co-worker to focus on solutions rather than problems. If he is worried or upset about something or someone, ask what he would like to do about that, and if he is unsure, offer some ideas, but make sure he chooses his own path forward.
If your co-worker is having trouble at work, look at the list of accommodation ideas on the Great-West Life Centre for Mental Health in the Workplace website (www.workplacestrategiesformentalhealth.com), and see if the suggestions for helping with concentration, stamina, workplace relationships, etc. may be useful.

3. Seeking additional support

- Look through your benefits plan to see if there are any services that may be helpful such as acupuncture, massage therapy, psychological services, etc.
- Suggest your co-worker speak to a healthcare professional – such as an employee health resource or his family physician.
- Based on what he says he is experiencing, look up resources in the community, online, and at the workplace. Share these with him and ask if he needs anything further.
- If your co-worker is not sure what he is experiencing, have him look at *Working Through It*. (www.workplacestrategiesformentalhealth.com/wti) to see if any of the approaches or situations described there are helpful.
- If your co-worker is concerned that it may be more than stress, have him take the *Check Up From the Neck Up* quiz online (www.checkupfromtheneckup.ca) and take the results to his family doctor.
- If your co-worker is having personal or financial issues, direct him to your Employee Assistance Program, or other community resources that help with these situations.

4. Looking after yourself at the same time

- Remember that you are not a therapist. Refer instead to appropriate resources and just continue to be a concerned co-worker who is there for support. Do not allow your days to become filled up with discussion about problems. Help your co-worker to focus on solutions for the workplace issues.
- It is honourable that you want to help your co-worker. Remember, however, to protect your own health and well-being at the same time.