



Wolves and Finance

Stress Excel Tracking

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Date of data: 2020 Q4, data gathered in meeting on ?

Purpose:

"What Gets Measured Gets Managed"

Use this Excel spreadsheet as a template on how you can track stress levels with your team at work.

Numbers should be discussed and determined as a team. The greatest benefit comes with having the discussion, and identifying the biggest causes of stress.

Spend about 6 minutes in discussion on each item. The meeting should last an hour.

Only choose ten items to track, any more becomes too many to discuss and reduces the effectiveness.

Trends over time should show that stress is being reduced in your team.

Make sure to ask your team if there are any items not included in the list that should be added.

STRESS EXCEL TRACKING

Rank as a team from 1 - 10

10 = High stress "The sky is falling" / "Can't sleep at night"

5 = Medium stress "Constant worry"

1 = Low stress "Uncomfortable"

| Number | Description | 2020 Q4 | 2021 Q1 | 2021 Q2 |
|-----------------|--|------------|---------|---------|
| 1 | Unfair treatment at work | 8 | | |
| 2 | Rude behavior from customers | 4 | | |
| 3 | Rude behavior from co-workers | 5 | | |
| 4 | Not able to take time off | 7 | | |
| 5 | Poor work schedules | 8 | | |
| 6 | Understaffing | 10 | | |
| 7 | Unrealistic expectations for deadlines | 10 | | |
| 8 | Do not have the supplies we need | 6 | | |
| 9 | Pressure from management | 8 | | |
| 10 | Unethical behavior | 2 | | |
| AVERAGES | | 6.8 | | |

Examples: (try to be more specific for your situation)

Unfair treatment at work

Rude behavior from customers

Rude behavior from co-workers

Not able to take time off

Poor work schedules

Understaffing

Unrealistic expectations for deadlines

Do not have the supplies we need

Pressure from management

Unethical behavior

Poor working conditions
Ambiguity in job description
Unclear reporting structure
Unclear direction from management
Uncertainty about the future of the company
Lack of career development
Office politics
Poor communication