

Anxiety at Work

by Adrian Gostick, Chester Elton

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

- ⁰¹ **Conduct an anxiety audit**

Use the framework from the book to assess anxiety levels in your workplace. Name it to tame it.

MON TUE WED THU FRI SAT SUN

- ⁰² **Start every meeting with a check-in**

Give people 30 seconds to share how they're really doing. Model vulnerability yourself.

MON TUE WED THU FRI SAT SUN

- ⁰³ **Clarify priorities weekly**

Reduce uncertainty by restating what matters most and what can wait.

MON TUE WED THU FRI SAT SUN

- ⁰⁴ **Celebrate progress, not just results**

Acknowledge effort and improvement. Build resilience by recognizing small wins.

MON TUE WED THU FRI SAT SUN

- ⁰⁵ **Run a vulnerability check**

Before your next team meeting, share one thing that is genuinely uncertain or difficult for you right now. Not manufactured vulnerability. Real uncertainty. Watch what it unlocks in the room.

MON TUE WED THU FRI SAT SUN

- ⁰⁶ **Create a clarity document**

Write down each team member's top 3 priorities. Share it. Ask them if it matches their understanding. The gap between your list and theirs is a direct measure of the anxiety you are unintentionally creating.