

College Research Paper Outline Sample

Strategies for reducing stress in the workplace

I. Introduction

- Explanation of what workplace stress is
- Why reducing stress is important for the workplace
- Preview of the strategies to be discussed

II. Identify the sources of stress

- Heavy workload
- Lack of control
- Poor communication
- Negative workplace relationships

III. Create a positive work environment

- Encourage open communication
- Provide opportunities for employees to socialize
- Create a culture of support and encouragement
- Promote work-life balance

IV. Encourage stress-reducing activities

- Provide mindfulness or meditation classes
- Encourage physical activity or exercise
- Offer stress-management workshops

V. Improve time management

- Teach employees how to prioritize tasks
- Set realistic goals and deadlines
- Encourage breaks and time off

VI. Promote a healthy lifestyle

- Provide healthy food options
- Encourage regular breaks
- Discourage overworking

VII. Conclusion