Everyone has anxiety. In today's employee check in, hbr.org helps us find ways to cope with anxiety. Anxiety isn't always counterproductive. It can prompt you to react quickly to threats, and in a crisis it can spur you to make your team more resourceful and productive. But unchecked, it zaps your energy and clouds your decisions. Anxiety is a powerful enemy; you need to disarm it. First you must accept your anxiety and know what triggers it. Once you do that, you can begin managing it. Work to distinguish between the possible and the probable. Structure your time, take small, meaningful actions, and try techniques that reduce anxiety's physical symptoms.

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