

WORK BURNOUT

Work burnout is considered a type of work-related stress described as a sense of reduced accomplishment and loss of personal identity. Burnout is not a medical diagnosis by itself, but it may exacerbate, or be a nidus of, numerous health-related problems.

SYMPTOMS OF WORK BURNOUT

- Becoming cynical or critical at work
 - Dragging yourself to work and having trouble getting started
 - Irritability or impatience with co-workers, customers or clients
 - Fatigue
 - Difficulty concentrating
 - Lacking satisfaction from your achievements
 - Using food, drugs or alcohol to feel better or to void negative feelings
 - Sleep problems
 - Unexplained headaches, stomach or bowel problems, or other physical complaints
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CONSEQUENCES OF WORK BURNOUT

- Excessive stress
- Fatigue
- Insomnia
- Sadness, anger or irritability
- Alcohol or substance use disorders
- Heart disease
- High blood pressure
- Type II diabetes
- Vulnerability to medical problems, including infections

WORK BURNOUT

TIPS FOR MANAGING BURNOUT

- Recognize the signs and symptoms of burnout
- Discuss specific concerns with a supervisor (if possible).
- Seek support. Whether you reach out to co-workers, friends or loved ones, support and collaboration might help you cope. If you have access to an employee assistance program, take advantage of relevant services.
- Engage in one or more stress-reducing activities for at least 20 minutes each day. This may include yoga, meditation, tai chi, martial arts, mindfulness exercises, boxing, weight training, cross-fit, running, swimming, other aerobic exercise, sports, creative writing, painting, drawing, listening to music, playing an instrument, or reading for pleasure.
- Get quality sleep. We spend about a third of our lives sleeping. Sleep allows our body to reset. Interestingly, sleep is important for our memory, our immune system, and our ability to regulate our emotions.
- Healthy diet. Junk food is comforting, but it doesn't help your cause. Having the occasional "cheat meal" is important, but limit those sweets and saturated fats as much as possible. A high protein, high fiber, moderate fat, and low carbohydrate diet can improve your energy levels, concentration, memory, and mood!
- Set healthy work-life boundaries. Setting healthy work-life boundaries will not only improve your mental health but prevent burnout and promote more effective and efficient work!

WORK-LIFE BOUNDARIES

What are Boundaries?

Boundaries are the rules we set for ourselves in our relationships, our work, and our personal lives. Healthy boundaries mean preventing others from projecting beliefs, judgements, or expectations onto you. A person with healthy boundaries can say "no" to others when they need to while also supporting those in need. This includes work-related tasks, home chores, or supporting those you care about. This is not as easy as it sounds.

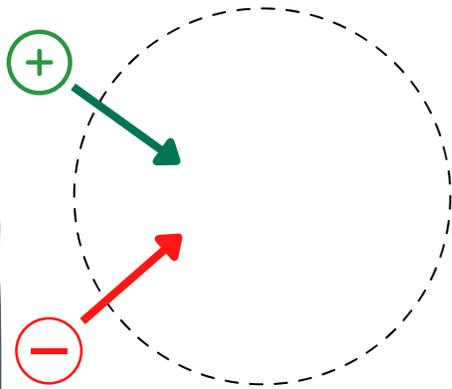


What are Boundary Styles?

(Next Page)

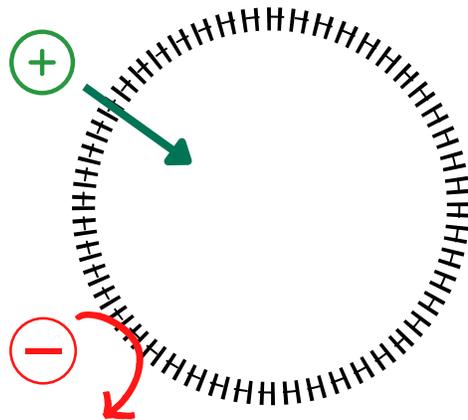
BOUNDARY STYLES

Boundaries define what is acceptable, and what is not, in a relationship. It is possible to have different boundary types in different relationships.



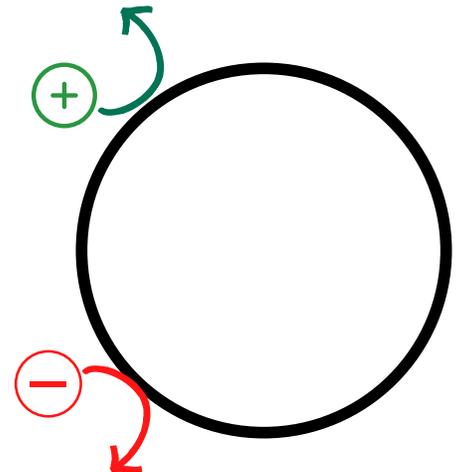
POROUS BOUNDARIES

- Lets almost anyone get close to them
- Overly trusting of others, even strangers
- Overshares personal information
- Has difficulty saying "no" to others
- Overly involved in others' problems
- Quick to adopt others' opinions
- Avoids conflict by giving in to others
- Does not assert personal values
- Communicates passively



HEALTHY BOUNDARIES

- Selective about whom to let in and keep out
- Takes time to build trust with others
- Shares personal information appropriately
- Able to say "no" when needed
- Supports others without being too involved
- Values both own and others' opinions
- Accepts conflict as a normal part of life
- Stands by personal values, but can adapt
- Communicates assertively



RIGID BOUNDARIES

- Keeps most people at a distance
- Very untrusting of others
- Very guarded with personal information
- Says "no" to others most of the time
- Detached from others' problems
- Tends to ignore others' opinions
- Avoids conflict by pushing others away
- Has inflexible personal values
- Communicates aggressively

WORK-LIFE BOUNDARIES

WHAT TO DO



PRIORITIZE YOUR VALUES

Boundaries should be based on your beliefs and values (i.e., the things that are important to you). These may or may not align with others but that is ok...they are YOURS. The first step is to make a priority list. Example below:

- Spending time with family
- Personal Free time/Hobbies
- Exercise
- Productive and Efficient work

1

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WORK-LIFE BOUNDARIES

PRIORITIZE YOUR TIME

Each day, it is important to make time for the top 4-5 priorities. To do this, you will need to create a skeleton schedule. This does not mean scheduling everything to the minute. Here is an example:

Morning

- Wake up at 6:30AM
- Exercise for 30 minutes before work
- Check/respond to emails for 30 minutes
- Work from 8AM-11AM with 15 minute breaks every 45 minutes

Noon

- Spend 30 to 45 minutes eating lunch and visiting with a friend/family member
- Check/respond to emails for 30 minutes prior to starting afternoon work

Afternoon

- Work from 1PM-4PM with 15 minute breaks every 45 minutes
- End all work at 5PM and spend 30 minutes checking/responding to emails one more time for the day

Evening

- Spend 1 hour with a friend/family member
- Spend 1 hour playing guitar (or other hobby)
- Get ready for bed at 10:00pm
- Leisure reading for 30 minutes in bed
- Lights out by 10:30PM

WORK-LIFE BOUNDARIES

CHECKING EMAIL

Schedule the times you plan to check your email. One of the biggest problems people have is obsessively checking email. This is anxiety-provoking and inefficient as it disrupts any tasks at hand. Use the auto-respond function to inform those who email you of when you check your email. You can also instruct people to call you directly if it is urgent.



PHONE

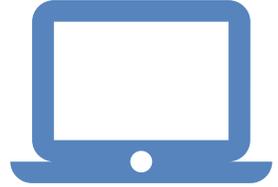


As with email, limit phone checking. Whatever you do, checking your phone and/or email should not be the VERY FIRST thing or VERY LAST THING you do each day. When not working, your phone or computer should be somewhere else. DO NOT have it on you or near you at all times.

WORK-LIFE BOUNDARIES

COMPUTER

Your computer should only be used for work. When you are not using the computer, shut it down. If you need to use the computer for personal use, then use it for personal use ONLY. Some people find it helpful to have two devices – one for work and one for play. But this may not be possible.



CONSISTENCY

Try your best to remain consistent with your schedule! There will always be some flexibility but do your best to remain consistent.

USE REMINDERS OR OTHER ELECTRONIC APPS

Use technology to help you. If you need reminders for when to check emails, spend time with family, or take a minute to practice mindfulness then do so!

WHEN YOU HAVE THE URGE TO GET BACK TO WORKING, MAKE A HABIT OF ASKING YOURSELF THE FOLLOWING:

- Is this in line with my values and priorities?
- How important on a scale from 1-10 is it that I complete this RIGHT NOW? Anything 6 or below can wait..

TIME MANAGEMENT QUICK TIPS



- Use a to-do list or an appointment book
- Prioritize your tasks – knock out quick tasks first
- Break large tasks into smaller pieces
- Limit distractions
- If you can't limit distractions, get away from them.
- Give yourself time between tasks
- Let yourself be less than perfect

STRESS MANAGEMENT



Stress isn't a bad thing.

Stress is essential for our survival evolutionarily. Stress protects us in many ways. But, if left unmanaged, stress can become counterproductive and unhealthy. Stress motivates us to work toward solving our problems. Reframing thoughts to view stress as an acceptable emotion, or as a tool, has been found to reduce many of the negative symptoms associated with it. Remember that the goal is to **MANAGE** stress, not to **ELIMINATE** it.



Talk about it, even if it doesn't solve the problem.

Talking about stressors, even if you don't solve them, releases hormones in your body that reduce the negative feelings associated with stress. Time spent talking with friends and loved ones is valuable, even when you have a lot on your plate.



Prioritize your responsibilities.

Focus on completing quick tasks first. Having too many "to-dos" can be stressful, even if none of them are very big. Quickly knocking out the small tasks will clear up your mind to focus on larger responsibilities.



Focus on the basics.

Stress can start a harmful cycle where basic needs are neglected, which leads to more stress. Make a point to focus on your basic needs, such as eating well, keeping a healthy sleep schedule (use a sleep diary), exercise, and recreational activities/hobbies.



Don't put all your eggs in one basket.

People who are overinvolved in one aspect of their life often struggle to deal with stress when that area is threatened. Balance your time and energy between several areas, such as your career, family, friendships, and personal hobbies.



Set aside time for yourself.

Personal time usually gets moved to the bottom of the list when things get hectic. However, when personal time is neglected, everything else tends to suffer. Set aside time to relax and have fun every day, without interruptions.



Keep things in perspective.

In the heat of the moment, little problems can feel bigger than they are. Take a step back and think about how important your stressors are in a broader context. Will they matter in a week? A year? Writing about your stressors will help you develop a healthier perspective.

STRESS MANAGEMENT

Meditations & Relaxation Exercises

- [Progressive Muscle Relaxation - YouTube](#)
- [Ocean Escape \(with music\): Walk Along the Beach Guided Meditation and Visualization - YouTube](#)
- [Let Go - A Mindfulness Exercise](#)

SLEEP HYGIENE TIPS



- Sleep Only when sleepy
- If you can't fall asleep within 20 minutes, get up and do something else until you feel sleepy (but don't get on your phone or look at bright screens).
- Avoid getting frustrated. Sleep will find you eventually. It has to. We can't live without sleep. So let it find you.
- Don't take naps during the day
- Get up and go to bed at the same time every day
- Refrain from exercise at least 4 hours before bedtime
- Develop a sleep routine
- Only use your bed for sleep or sex
- Stay away from caffeine, nicotine, or alcohol at least 4 hours before bedtime
- Do not eat heavy, spicy, or rich foods 4 hours before bedtime
- Make sure your bed and bedroom are quiet and comfortable

WHEN SLEEP HYGIENE FAILS



Allocated Sleep Time:

Choose a time period (8 hours) which represents your designated sleep time. No matter what, only sleep during those hours. If you don't sleep well, avoid sleeping in. While you'll be tired the next day, the more you continue to do this, the more "sleep pressure" will build up. Remember, sleep will find you eventually. Avoid forcing the issue.

Sleep Restriction Method:

Reduce time in bed progressively without daytime naps until you are able to sleep 80-90% of the time allocated for sleep