

... FOR THE HEALTH AND WELL-BEING OF YOU AND YOUR FAMILY

**BURNOUT PREVENTION**

## BE AWARE OF BURNOUT

If constant stress has you feeling disillusioned, helpless, and completely worn out, you may be suffering from burnout. When you're burned out problems seem insurmountable, everything looks bleak, and it's difficult to muster up the energy to care—let alone do something about your situation.

The unhappiness and detachment that burnout causes can threaten your job, your relationships, and your health. You can start to regain balance in your life by reassessing priorities, making time for yourself, and seeking support.



## THE "3 R" APPROACH

**Recognize** - Watch for the warning signs of burnout.

**Reverse** - Undo the damage by managing stress and seeking support.

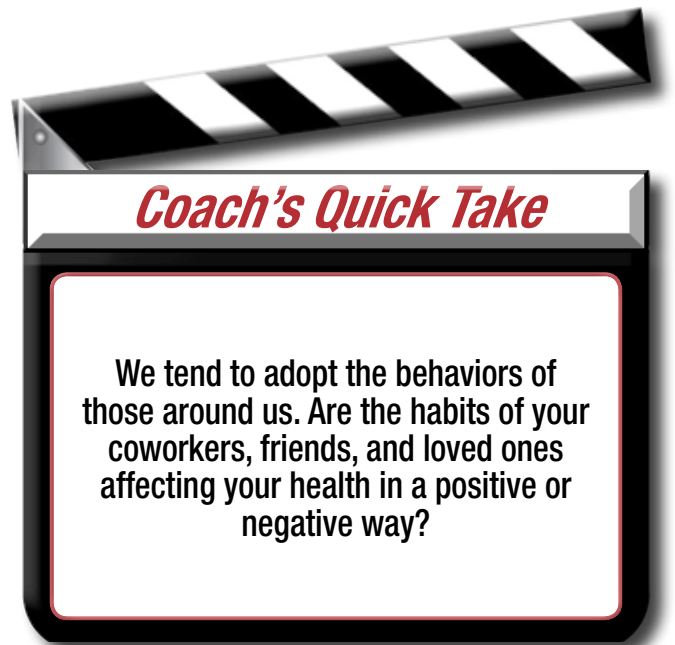
**Resilience** - Build your resilience to stress by taking care of your physical and emotional health.

## ARE YOU EXPERIENCING BURNOUT?

**CHECK ALL QUESTIONS THAT APPLY TO YOU:**

- Do you drag yourself to work and have trouble getting started once you arrive?
- Have you become more critical of or cynical about your experiences at work?
- Have you become irritable or impatient with co-workers, customers or clients?
- Do you lack the energy to be consistently productive?
- Do you lack satisfaction from your achievements?
- Have your sleep habits or appetite changed?
- Are you troubled by unexplained headaches, backaches or other physical complaints?

If you checked one or more of these boxes, you may be experiencing some common signs of burnout. Your Wellness Coach can help you with strategies to overcome these barriers.



## QUICK FIXES TO EXTINGUISH STRESS

- ✓ **Practice Deep Breathing:** Take a full breath in through your nose over 3-4 seconds and exhale slowly over the same time or even longer. Breathe at a natural rhythm. Do this for 3-5 minutes.
- ✓ **Straighten Up Your Desk or Work Area:** Taking a moment to get organized can help you feel an instant sense of accomplishment and decrease acute stressors.
- ✓ **Limit Caffeine:** Caffeine can promote feelings of anxiety.



- ✓ **Breathe in a Pleasant Smell:** A lavender or mint smell can promote natural relaxation.
- ✓ **Quick Mental Relaxation:** For example, picture yourself at a lake, in a garden, or at the beach. Imagine how all of your senses would feel within that moment.
- ✓ **Change Your Focus:** Thinking pleasant or happy thoughts will put you in a positive mood. You can also pray and/or count blessings.
- ✓ **Squeeze a Stress Ball:** Stress balls relieve muscular tension associated with stress.
- ✓ **Laugh More:** Laughter relaxes your muscles, brings more oxygen into your body, lowers your blood pressure, lowers cortisol (a negative chemical released by stress), and boosts your immune system.

RESOURCES
<a href="http://www.mindtools.com">www.mindtools.com</a>
<a href="http://www.webmd.com">www.webmd.com</a>
For More Information visit <a href="http://www.WellnessCoachesUSA.com">www.WellnessCoachesUSA.com</a>

## FIREPROOF HEALTHY LIFESTYLE CHANGES

- Make use of vacation time.
- Exercise intelligently – avoid long duration aerobic exercise. Focus on short, invigorating workouts or relaxing exercises (yoga, tai chi), which stimulate hormones that counteract stress hormones.
- Plan your day – use the table below as a model to determine which activities you should focus on throughout your day. Here's how you can interpret the chart:
  - a) **Important** – vital to the company mission and performance of your job.
  - b) **Urgent** – activities that require an immediate response.

Be proactive and minimize burnout by spending most of your effort in the upper right square. Stress is increased at work if your focus is spent on urgent tasks alone.

List the actions you can take to create more balance in your day. Talk with your Coach to complete the chart and identify action steps.

	Urgent	Not Urgent
Important	<b>I</b> Important deadlines Crises Pressing important meetings Emergencies Last minute preparations	<b>II</b> Relationship building Personal development Employee training Exercise and health Prevention and planning
Not Important	<b>III</b> Some emails/phone calls Many interruptions Some popular activities Some meetings	<b>IV</b> Trivia Some phone calls Excessive TV Time wasters