PREVENTING JOB OVERLOAD AND BURNOUT

Participant Notebook

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Know When You’re Affected: Identify Burnout or Job Overload

Ask Important Questions

1. Have you become cynical or critical at work?

2. Do you have trouble getting up in the morning and staying awake in the evening?

3. Are you irritable around family, friends, peers, and even coworkers?

4. Do you feel unsatisfied with your job and its progression?

5. Do you feel you continually suffer from “the blahs”?

6. Do you feel that exercise, reading, shopping, and watching television are completely a drag?

7. Have you recently begun using drugs or alcohol to mitigate your moods?

8. Have your sleep habits or appetite changed?

9. Are you suffering more headaches, digestive issues, or other physical ailments than typical?

Address it; don’t ignore it.
Realize the Negative Impact of Stress

**Personal Impact**

1. Fatigue
2. Depression
3. Rejection
4. Anger
5. Boredom
6. Hesitation
7. Doubtfulness
8. Loneliness

**Physical Impact**

- Increased heart rate
- High blood pressure
- Weight gain or loss
- Migraine headaches
- Insomnia
- Stroke

**Family Impact**

- Children’s developmental and nurturing time with parents
- Family closeness and relationship building
- Couples’ relationship building

**Organizational Impact**

- High performers tend to burn out.
- Interoffice communication
- Office conflict
Identify the Culprit and Triggers of Stress

1. Self-assess feelings of fatigue, anxiety, and physical changes.

2. Listen to what others say to and about you.

3. Review the number of hours you’re working.

4. Determine the amount and types of conflict you’re involved in.

5. Evaluate your level of personal focus and availability.

6. Identify areas and amount of procrastination.

Recognize Additional Stressors

• Difficult people

• Overwhelming number of tasks

• Lack of information

• Stress of others you work with

• Poor management

• Survival
Change Your Environment to Reduce Burnout

1. Look at your environment and discover what bothers you.

2. Clean up your work area and environment.

3. Consider developing better organizational skills.

4. Remain aware of pressure in sharing office space.

5. Move to quieter work areas when you need to focus.

6. Create an aesthetically pleasing environment to work in: lighting, photos, plants, etc.

7. Keep malodorous work areas clean and move away from them when possible.

8. Reduce clutter.

9. Make it personal.
Develop Relaxing Rituals

1. Give yourself breaks when needed.

2. Take a few minutes for yourself regularly to unwind and refocus.

3. Eat breakfast and lunch to keep your metabolism and energy up.

4. Exercise.

5. Shut the door and be quiet.

6. Listen to music.

7. Get a massage.

8. Use aromatherapy.

Set Boundaries and Stick to Them

1. Establish a healthy selfishness.

2. Look at issues from three perspectives: seriousness, urgency, and growth.

3. Establish delegation boundaries with your manager and coworkers.

4. Ask for time frames to assist in prioritizing.

5. Feel free to negotiate.

6. Do not allow others to use you to vent or as an emotional punching bag.

7. Evaluate the shortest distance to get to what is needed in times of stress.
Take Simple Stress-Reducing Steps

1. Listen to music.
2. Exercise.
3. Meditate.
5. Think differently.
7. Talk it out.
8. Learn to manage and walk away from conflict.
10. Take breaks and lunch.
11. Schedule your day.

Use Humor to Combat Burnout

- Watch a humorous video.
- Reflect on fun times in your life.
- Make fun of yourself.
- Read humorous material and books.
Take a Break! Get More Done!

- Rejuvenates the body
- Promotes clear thinking
- Protects against exhaustion and fatigue

**Remember a Stress Break Is Not a Stress Break Unless:**

1. You get at least 30 feet away from your desk.
2. You are completely distracted by it and doing and thinking other things.
3. It lasts at least 10 minutes.
4. It relaxes you and gets you focused on something else.
5. You are refreshed and ready to move forward.

**Micro-Breaks Include:**

1. Meditation
2. Music
3. E-mails
4. Phone calls
5. Quick games on a phone or computer
6. Restroom
7. Snack
8. Smoke
9. Almost anything that takes less than 15 minutes and provides a break in your regular activities
Recommended Resources

CD-ROMs

How to Manage Projects, Priorities, and Deadlines
Microsoft® Project 2003 (3-CD set)
Mastering the 7 Habits (4-program set)
Money Mastery
Motivation and Goal-Setting
The Power of Persuasion
The Power of Purpose
The Secrets to De-junking Your Life
Shortcuts to Creating and Maintaining Organized Files and Records
Stress Management
The Winner in You

Manuals, Handbooks, and Books

The Assertive Advantage
Business Letters for Busy People
Conquer the Brain Drain
The Fundamentals of Planning
How to De-junk Your Life
How to Get Things Done
Lifescrpts (with CD-ROM)
The Memory System
Prioritize, Organize

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TO DO -

- Get organized
- Brush up on Excel
- Reduce stress at work
- Learn how to say no - nicely
- Lose 10 lbs
- Negotiate a bigger raise
- Get the boss off my back
- Win the lottery
- GET MORE DONE!

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