

THRIVING AT WORK

**Managing Office Burnout
Exploring Effective Coping Mechanisms**

Thriving from Work

- How would you Know?
- There are 6 dimensions or areas to determine "Thriving" or Job Satisfaction
- **Work-related**
- **Social Well-being**
- **Work-Life Integration**
- **Basic Needs**
- **Job Design & Experience at Work**
- **Physical & Mental Well-being from Work**

Questionnaire – short or long forms

- Love your job – Kind of work makes me happy- Work adds meaning to my life
- Treated fairly at work – Supported by people I work with
- Have a healthy balance between work and life
- Paid fairly for the job I do – Appreciate benefits – paid leave
- Happy with input I have in decisions – Happy with control of work schedule
- Feel safe at work
- After work, I have enough energy to do things I want or need to do
- Voice concerns or make suggestions
- Am recognized for what I do

What is Job Burnout?

- Is a state of emotional, physical and mental exhaustion
- Caused by excessive and prolonged stress
- Occurs when feeling overwhelmed, emotionally drained and unable to meet constant demands
- Is a gradual process
- Reduces productivity, saps your energy
- Leaves you feeling increasingly helpless, hopeless, cynical and resentful
- Negative effects spill over into every area of life – home, work and social life



Signs and Symptoms of Burnout

- **Physical** – feeling tired and drained; lower immunity, frequent headaches or muscle pain; change in appetite and sleep habits
- **Emotional** – sense of failure, self-doubt, feeling alone, loss of motivation, decreased satisfaction and sense of accomplishment
- **Behavioral** – isolating, withdrawing from responsibilities, procrastinating, taking frustrations out on others, skipping work – leaving early or coming in late; using food, drugs or alcohol to cope

Difference between Stress and Burnout

- Stress is usually about too much

Too many pressures demanding too much
BUT Can still imagining if they get it under control
they will feel BETTER

- Burnout is usually about not enough

Feeling empty, exhausted with no hope of positive
change in their situation

***You may recognize stress but don't always
notice burnout until it happens***

5 Stages of Burnout

- 1 - Honeymoon Phase – you feel committed, ready to accept new responsibilities, eager to prove yourself, feeling creative, productive and full of energy
- 2 - Stress Onset – as the stress of your new responsibilities begin to take its toll, you start to neglect your self-care needs
- 3 - Chronic Stress – consistently tired, feel cynical, withdraw from others, procrastinate, self-medicate
- 4 – Burnout – feel pessimistic, obsess over problems, neglect personal health, self-doubt
- 5 – Habitual Burnout – sad, mentally and physically exhausted, depression may present

Work related causes of Burnout

- Feeling little or no control over your work
- Lack of recognition or reward for your good work
- Unclear or overly demanding job expectations
- Doing work that is monotonous or unchallenging
- Working in a chaotic or high-pressure environment

We are all different – have different personalities

- Perfectionists – nothing is ever good enough
- Pessimists – bad things happen
- Need to be in control – never delegate
- High Achievers – if you want it done right, do it yourself
- Have different needs – supervision/little supervision; need minimal positive reinforcement/need constant affirmation

Dealing with Burnout – the 3 Rs

- Recognize – watch for warning signs
- Reverse – undo damage – seek support and manage stress
- Resilience – take care of YOU

TIPS

- TIP 1 – Turn to Other People

The person you talk to doesn't have to 'fix' the problem just have to be a 'good listener'

Engage with others at work (avoid smart phone) or after work

Limit contact with negative people

Connect with a cause or a community group

Build new friendships

Power of Giving (but be aware of limits)

TIPS

- **TIP 2 - Reframe the Way you Look at Work**

Change jobs/career

Find value in your work

Find balance in your life

Make friends at work

Take time off

TIPS

- **TIP 3 - Re-evaluate Your Priorities**

Set Boundaries – Learn to say "NO"

Take a daily break from technology

Nourish your creative side - hobbies

Set aside relaxation time – yoga, meditation, deep breathing

Get plenty of sleep

BEDTIME HABITS

vector illustrations



BEDTIME ROUTINE



RELAXATION



SLEEP TRACKING



NATURAL BEDDING



SLEEP SCHEDULE



NO FOOD & STIMULANTS



SLEEPING ENVIRONMENT



TECH-FREE BEDROOM

TIPS

- **TIP 4 - Make Exercise a Priority**

Aim to exercise 30 minutes or more daily – break it into 10-minute bursts as 10-minute walk can boost your mood for two hours

Boost endorphins – released when body senses pain or stress to relieve that pain or stress

Take fitness breaks – stretching at your desk



TIPS

- TIP 5 – Healthy Diet

Minimizd sugar and refined Carbs

Reduce your intake of foods adversely affecting your mood such as caffeine, unhealthy fats and foods with chemical preservatives or hormones

Eat more Omega-3 fatty acids – fish, flaxseed, walnuts

Avoid Nicotine

Drink Alcohol in Moderation

THANK YOU!!

Sources:

[Helpguide.org/mental-health/stress/burnout-prevention-and-recovery](https://www.helpguide.org/mental-health/stress/burnout-prevention-and-recovery)

Article by Melinda Smith, M.A and Sheldon Reid

<https://centerforworkhealth.sph.harvard.edu/sites/default/files/Thriving%20from%20work%20Questionnaire.pdf>