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Here are some directions for you...

When you first join a session, the Control Panel appears on the right side of your screen. Use the Control Panel to manage your session. To free up space on your desktop, you can collapse the Control Panel and use the Grab Tab to continue to manage your session.

Grab Tab: From the Grab Tab, you can hide the Control Panel, mute yourself (if you have been unmuted by the organizer), view the webinar in full screen and raise your hand. • Audio Pane: Use the Audio pane to switch between Telephone and Mic & Speakers.

Questions Pane: Ask questions for the staff. If you have any questions during a webinar, you can enter your questions into the Questions pane for the organizer or panelists to answer. 1. Type your question into the Questions pane and click Send. The organizer can choose to answer the question themselves or to assign the question to panelists to answer.

Customer view of handouts (Windows and Mac)

If there are any handouts uploaded to a webinar, attendees will see a Handouts pane in their Control Panel. They can click the name of a handout to access it. **Note: there are handouts for this webinar!**

Their default web browser will automatically launch and open a blank page, and the handout file will automatically start downloading.

Attendees can then click the downloaded file to open or save it.

AVOIDING JOB BURNOUT

THE SOLUTIONS GROUP
(505) 254-3555

IDEAL WORKPLACE

A safe and healthy setting in which you may fulfill your potential through intrinsically rewarding work for which you are given fair compensation.

GOALS FOR THE DAY

1. Recognize burnout risks and symptoms
2. Gain tools for avoiding job burnout

IS IT STRESS OR BURNOUT?



WHAT'S THE DIFFERENCE?

STRESS

- Characterized by overengagement
- Emotions are overreactive

BURNOUT

- Characterized by disengagement
- Emotions are blunted

MORE DIFFERENCES

STRESS

- Produces urgency and hyperactivity

- Loss of energy

BURNOUT

- Produces helplessness and hopelessness

- Loss of motivation, ideals, and hope

THE RESULTS

STRESS

- Leads to anxiety disorders
- Primary damage is physical
- May kill you prematurely

BURNOUT

- Leads to detachment and depression
- Primary damage is emotional
- May make life seem not worth living

BURNOUT - PHYSICAL SIGNS AND SYMPTOMS

- Feeling tired and drained
- Lowered immunity; feeling sick
- Frequent headaches, back pain, muscle aches
- Change in appetite or sleep habits

EMOTIONAL SIGNS OF BURNOUT

- Sense of failure & self doubt
- Feeling helpless, trapped, and defeated
- Detachment; feeling alone
- Loss of motivation
- Cynical & negative outlook
- Decreased satisfaction & sense of accomplishment

BEHAVIORAL SIGNS & SYMPTOMS

- Withdrawing from responsibilities
- Isolating yourself
- Procrastinating
- Using food, drugs, or alcohol to cope
- Taking out frustrations on others
- Skipping work, being late, leaving early

YOU MAY BE ON THE ROAD TO BURNOUT IF:

1. *Every day is a bad day.*
2. Caring about your work or home life seems like a total waste of energy.
3. You're exhausted all the time.
4. The majority of your day is spent on tasks you find either mind-numbingly dull or overwhelming.
5. You feel like nothing you do makes a difference or is appreciated.

WHAT CAUSES JOB BURNOUT?

1. Lack of control
2. Unclear job expectations
3. Dysfunctional workplace dynamics
4. Mismatch in values

WHAT CAUSES BURNOUT? (CONTINUED)

5. Poor job fit
6. Extremes of activity
7. Lack of social support
8. Work-life imbalance

THREE DIMENSIONS OF JOB BURNOUT

Emotional exhaustion

Depersonalization

Reduced personal accomplishment



YOUR PERSONAL ASSESSMENT

1. The amount of work that I am assigned in a normal work day or week allows me to perform at a high level.
2. I always have enough work to keep me interested and productive.
3. I feel that I am not rushed and can do my work in a way that satisfies my standards.
4. I am satisfied with the amount of control I have over my work and how I complete it.
5. I am rewarded fairly for my contribution to the organization.

PERSONAL ASSESSMENT CONTINUED

1. I believe that I am treated fairly by managers and co-workers.
2. I am satisfied with my opportunities for advancement and the support I receive to progress within the organization
3. I work well with my colleagues and believe that we care for each other as a community.
4. My values and those of the organization are compatible.
5. My work provides enough challenge to keep me interested.

FINAL ASSESSMENT STATEMENTS

1. I am using my strong talents at work.
2. I see how my work fits into the success of the organization.
3. I have been recognized and rewarded by my supervisor or someone else at work during the past 6 months.
4. I am proud of what our organization accomplishes.

YOUR PERSONAL ASSESSMENT

1. Discussion – insight from your results; what areas need attention for you?
2. Reminder – identify what YOU can control

NEXT ACTIVITY - VALUES

1. What are values and how do you get them?
2. How do you learn what your organization's values are?

BURNOUT STRATEGIES

Identify the cause
Create balance



BURNOUT STRATEGIES (CONT.)

Your physical health

Time OUT

MORE BURNOUT STRATEGIES

Address it

Talk it out

YOUR ACTION PLAN

- 1. Take active responsibility for your career & life.**
- 2. Take care of your body's basic needs.**
- 3. Consider the balance in your life. Develop interests outside of work.**

YOUR ACTION PLAN (CONTINUED)

4. Strengthen your personal relationships.
5. Focus on the positive.
6. Recognize when you need help and **ASK!**

THANKS FOR YOUR ATTENTION

Remember your EAP – We are always here to help you!