

Balance, Boundaries and Burnout



Presented by: CUH Employee Assistance Program (EAP)

OBJECTIVES

- Recognize signs that your life is starting to get unbalanced.
- Understand and identify the 5 stages of burnout.
- Learn components of effective time management.
- Identify new ways to bring balance into your life through prioritizing, self-nurturing, and advocating for self.
- Learn stress management techniques in order to put your life in balance physically, emotionally, mentally, behaviorally and spiritually.

**What causes you to lose your
balance?**

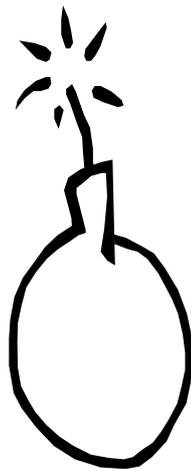
What are your warning signs?

Stress is...

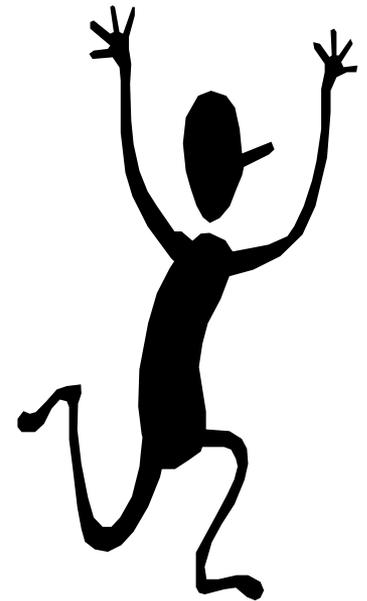
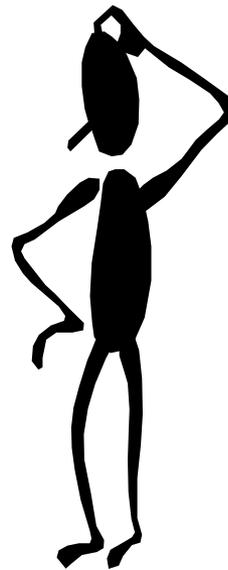
Your body and mind's **reaction** to an external event/stimulus



(Balance)



Stressor

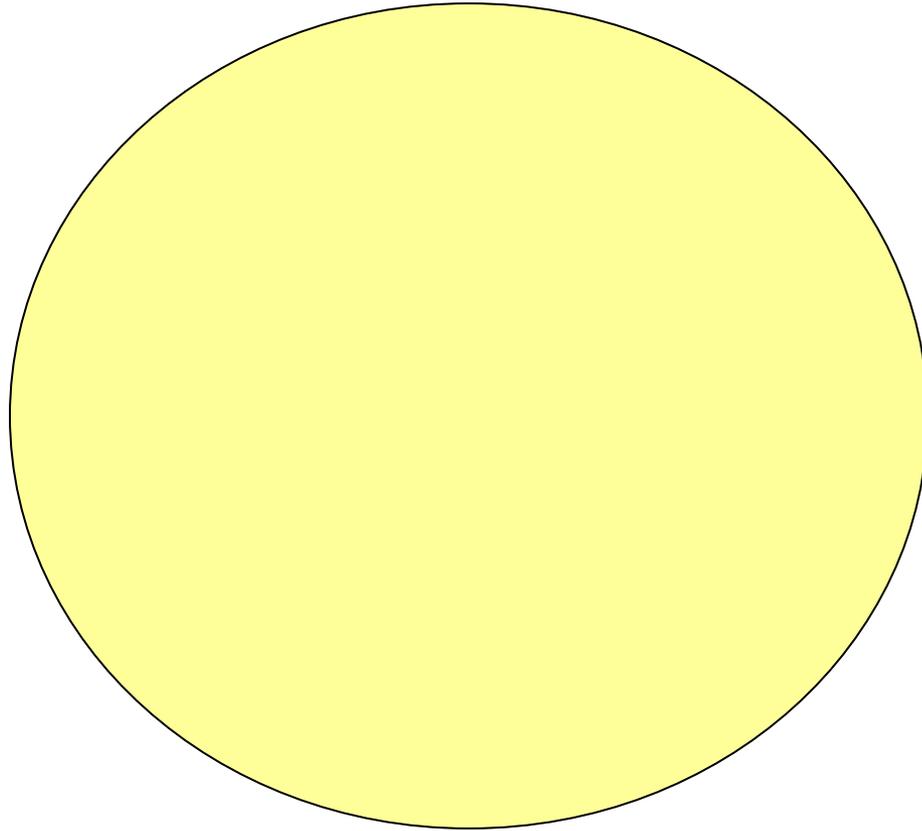


(Imbalance)

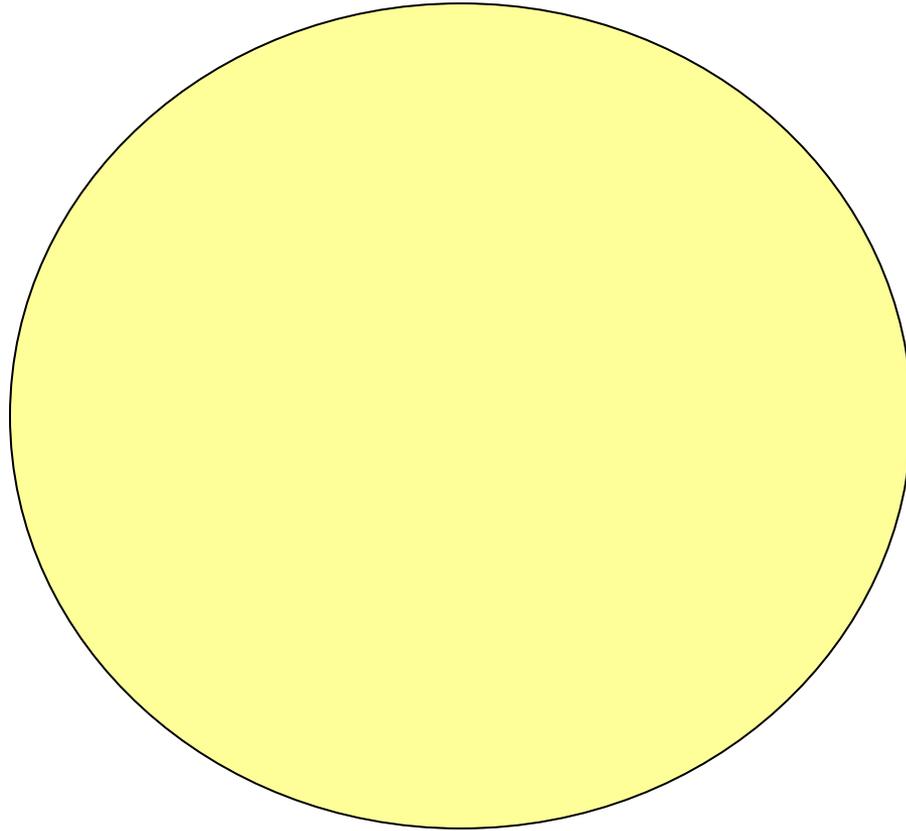
The Five Stages of Burnout

- Stage 1 – The Honeymoon
- Stage 2 – Fuel Shortage
- Stage 3 – Chronic Symptoms
- Stage 4 – Crisis
- Stage 5 – Hitting the Wall

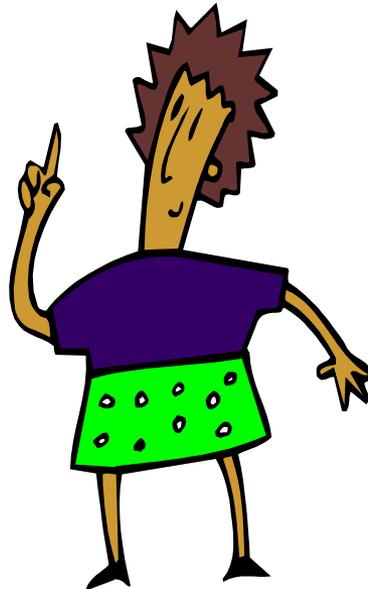
How do you currently spend your
time and your energy?



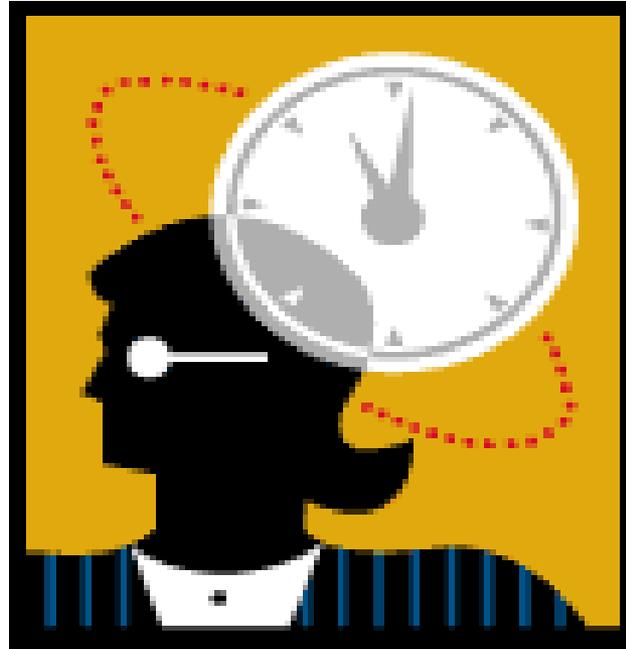
How would you like to spend
your time and your energy?



WHAT CAN YOU DO?



TIME



MANAGEMENT

3 Rules to Effective Time Management

1. Do not create impossible situations.
2. Define your priorities – use lists, plan activities and measure your progress.
3. Avoid distractions and lack of focus.

Do Not Create Impossible Situations

- Be realistic about scheduling.
- Know your limits and enforce them.
- Delegate when possible.
- Learn to say “No.”

Define Your Priorities

- Make a list of weekly/daily goals.
- Make a “to do” list which will help you meet your weekly/daily goals.
- Map out your time.
- Be efficient and resourceful!
- Put yourself first (at least some of the time)!

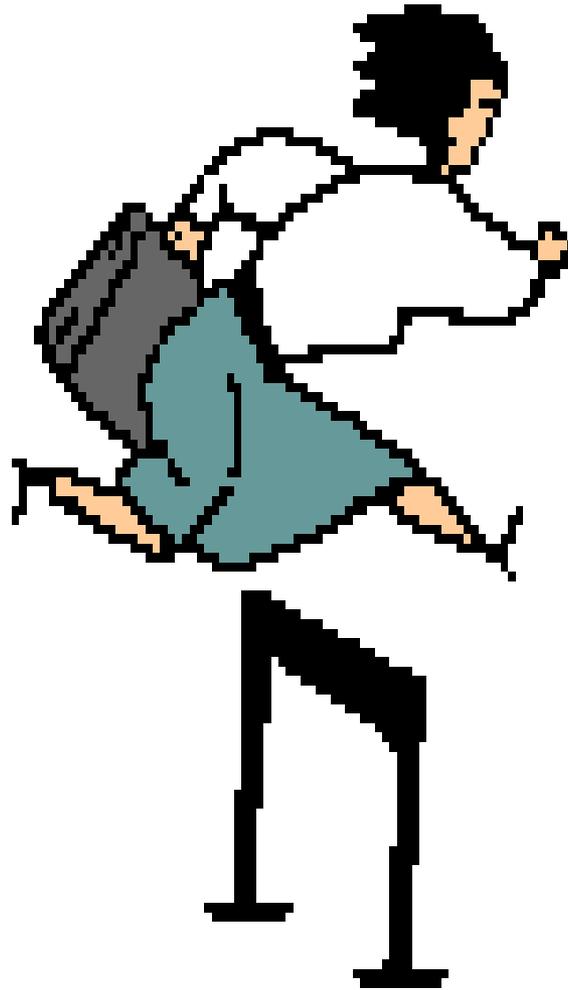
Avoid distraction and lack of focus

- Set aside “quiet” time or take “time outs”.
- Decompress while you commute.
- Arrange your environment to support goals
– DECLUTTER!
- Remember – thinking about something often takes longer than just doing it!

Have the Courage to be
Imperfect!

Anonymous

STRESS



MANAGEMENT

METHODS OF COPING WITH STRESS AND RESTORING BALANCE

Physical

Emotional

Behavioral

Cognitive/Mental

Spiritual

PHYSICAL

- Healthy Habits: Nutrition and Exercise
- Stay away from Drugs and Alcohol
- Cut down on Caffeine

EMOTIONAL

- Create and utilize personal support system.
- Encourage mutual support among peers and supervisors at work.
- Utilize humor (when appropriate) as a coping mechanism to facilitate emotional protection and group bonding.
- Journal as a way to express emotions.

BEHAVIORAL

- Sleep
- Time management
- Taking breaks
- Relaxation/breathing exercises

COGNITIVE/MENTAL

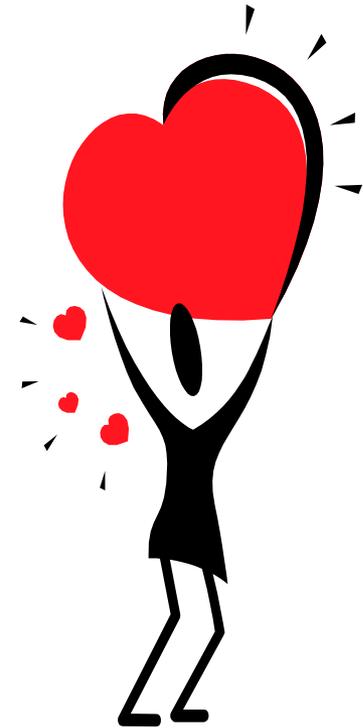
- Positive vs. Negative Self-talk
- Setting Healthy Boundaries
- Advocating for Self

SPIRITUAL

- Find sources of hope, meaning, comfort, strength and peace
- Establish personal spirituality practices

Take Care of you...

- Physically
- Emotionally
- Behaviorally
- Mentally
- Spiritually

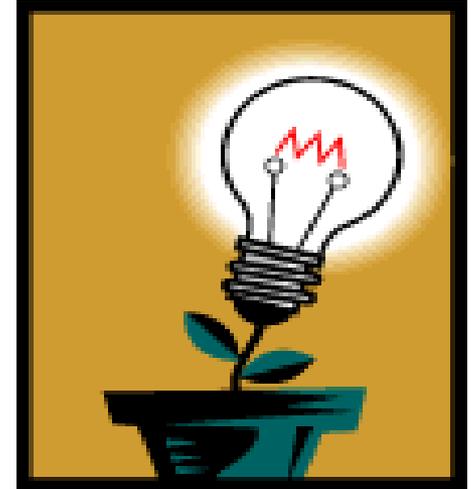


Know yourself and seek assistance when you notice...

- Distress – making significant errors
- Severe signs of stress - physical, verbal or emotional
- Detachment - towards a situation and/or other people

The key to your success every day is...

- Taking care of yourself so that you can take care of others.
- Recognizing your stressors.
- Maintaining a good balance in your life: family, relationships, work, recreation, and exercise.
- And most importantly, remembering that only **you** can control your reaction to stress.



Stress Reduction in 10 Minutes

or

LESS!

Please refer to your manual for the text.