

Preventing Burnout

SupportLinc Employee Assistance Program (EAP)

Penn State Health



Disclaimer

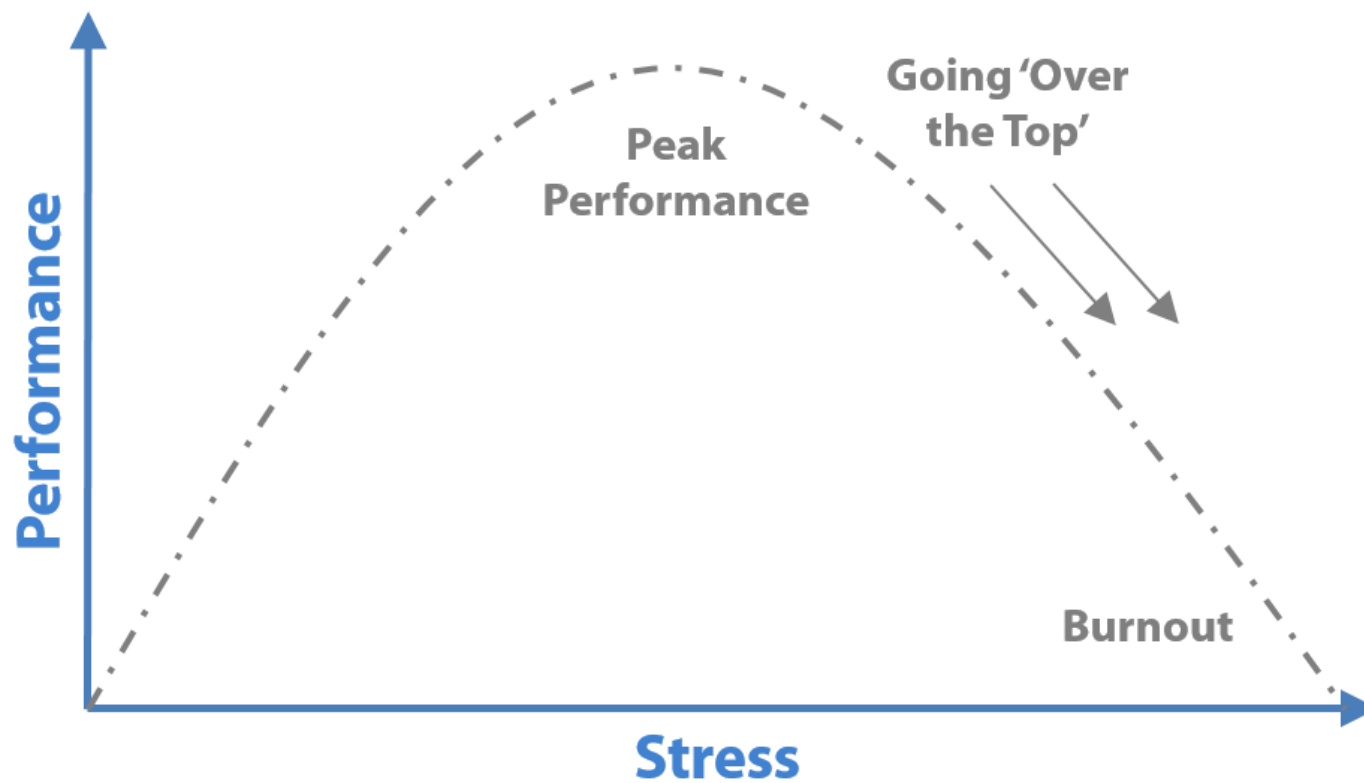
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Objectives

This training is designed to help you:

- Define “burnout”
- Identify the causes and consequences of burnout
- Learn strategies for preventing and overcoming burnout
- Master an effective stress management technique

Impact of stress



Defining burnout

A state of physical, emotional or mental exhaustion, combined with:

1. Doubts about your competence
2. Doubts about the value of your work



Who is at risk?



- You lack a reasonable balance between your work life and your personal life
- You try to be everything to everyone
- You work in a helping profession, such as health care, counseling or teaching
- You feel you have little or no control over your work
- Your job is monotonous

Self-assessment

Have you become cynical or critical at work?

Do you have to drag yourself to work?

Have you become irritable or impatient?

Do you lack the energy to be productive?

Do you lack satisfaction from your achievements?

Do you feel disillusioned about your job?

Are you using food, drugs or alcohol to cope?

Have your sleep habits or appetite changed?

Do you have unexplained physical complaints?

Causes of burnout

Losing sight of values/passion

Getting “stuck in a rut”

Work/life imbalance

Never taking a break

Lack of self-care and coping skills

Unrealistic expectations

Focusing only on the negative

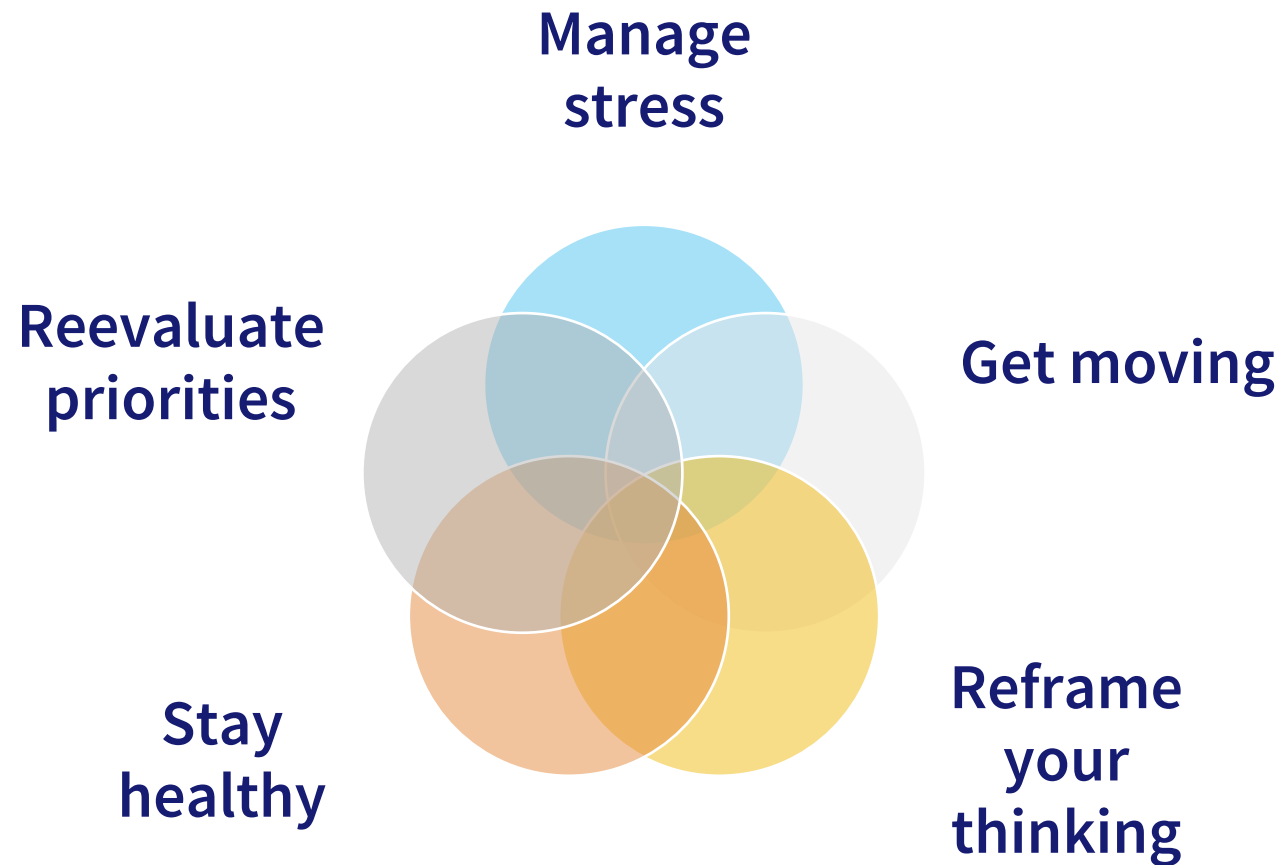
Lack of control

Relationship mismatch

Consequences of burnout

Excessive stress	Fatigue	Insomnia	Personal problems
Depression	Anxiety	Alcohol or substance abuse	Heart disease
High cholesterol	Stroke	Obesity	Vulnerable to illness

Dealing with burnout



Seek social support

- Reach out to others
- Find a good listener
- Don't worry about burdening
- Try to be sociable
- Expand your social network
- Be helpful to others



Evaluate your options

- Engage in problem solving
- Discuss specific concerns with your supervisor
- Collaborate to find solutions
- Seek a mentor
- Explore opportunities for continuing education or professional development

Reframe your thinking



- Find value in the work you do
- Focus on aspects of your job that you enjoy
- Find balance
- Make friends at work
- Take time off to recharge

Eat healthy

- Minimize sugar and refined carbs
- Reduce intake of foods that can negatively impact your mood
- Eat more Omega-3 fatty acids
- Avoid nicotine and drink alcohol in moderation



Exercise



- Aim for 30 minutes per day
- Take short movement breaks
- Try rhythmic exercise
- Focus on how your body feels

Reevaluate priorities

- Set boundaries
- Take a break from technology
- Nourish your creative side
- Set aside time for relaxation
- Get adequate sleep



Relaxation exercise



Deep breathing practice

Signs of success

You understand that burnout is a consequence of stress

You know the sources of your burnout

You have the tools to overcome burnout

You have more energy and enthusiasm for work and life

Interactive toolkits

Mindfulness

www.mindfulness.tools

Practical tools and exercises for incorporating mindfulness into everyday life.

Meditation

www.meditate.tools

Easy-to-use collection of resources that includes guided meditations, tip sheets and more.

Resiliency

www.resiliency.tools

Skill development resources to help you 'bounce back' from challenging situations.

Sleep fitness

www.sleepfitness.tools

Information and resources to help you learn good sleep habits and achieve healthy sleep.

What is SupportLinc?

The SupportLinc Employee Assistance Program (EAP) is a health benefit, separate from your medical insurance, offered by your employer to help you manage life's daily challenges.

SupportLinc can refer you to professional counselors, services and resources that will help you and your eligible family members resolve a broad range of personal and work-related concerns.

What services are included?

Work-life benefits



Legal consultation

Free in-person or telephonic consultation with a licensed attorney

No employment law



Dependent care referrals

Expert referrals to child and adult/elder care providers, facilities and other resources



Financial consultation

Expert guidance and consultation from financial professionals



“Convenience” referrals

Guidance and referrals to a variety of daily living resources: home improvement, entertainment services, pet care, auto repair, wellness, travel, handymen, volunteer opportunities etc.



Identity theft consultation

Free consultation with an identity theft recovery professionals

Tailored recovery action plan

Getting started



Call: 1-888-881-LINC (5462)



QR Code:



Visit: www.supportlinc.com



Log in or create account
(code: psh)

SupportLinc

Support for everyday issues. Every day.

Additional resources

It's common to feel "run down" after a busy period, like the holiday season, end of the year, end of a school year, end of the quarter, tax season etc. If you are finding it difficult bounce back and settle into normal routines, however, you may be experiencing burnout. And you are not alone – surveys across the globe indicate a steady increase of mental health issues brought on by the COVID-19 pandemic, work-related pressures, social unrest, the political climate or other personal challenges.

Caused by long-term, unresolved stress, burnout is a persistent change that begins to impact your enjoyment, experiences and presence at work and at home. You may feel unusually pessimistic, begin to miss activities, start to detach in personal relationship and suffer depleted energy levels.

There are five common stages of burnout:

- **Stage 1 – the honeymoon:** Starting a new task is typically accompanied by energy, creativity and commitment. Despite this excitement, you may begin to experience common stressors in this first phase of burnout. Regular use of positive coping strategies, such mindfulness techniques and resilience boosters, can help you continue in the honeymoon phase indefinitely.
- **Stage 2 – the onset of stress:** When you become aware that some days are more difficult than others, you are entering the second phase of burnout. You may feel less optimistic and develop common stress symptoms such as high blood pressure, an inability to focus, flashes of irritability, lower production and lack of sleep or reduced sleep quality. Dedicating time and attention to self-care, including building resiliency skills, starting a meditation practice or improving sleep fitness, can slow and even prevent burnout from developing.
- **Stage 3 – chronic stress:** When you are experiencing stress on an incredibly frequent basis, you may find that the mental and physical symptoms of Stage 2 begin to intensify. Missed work deadlines, persistent tiredness in the mornings, frequent illness and social withdrawal from friends or family are signals that you should explore your EAP resources and access confidential support.
- **Stage 4 – burnout:** This is the stage that is often referred to when talking about burnout. Continuing life as normal may not be possible, and it's vital that you seek intervention from your primary care provider as well as a mental health clinician.
- **Stage 5 – habitual burnout:** In this final stage, symptoms like chronic sadness, depression, mental and physical fatigue, become so embedded in life that a significant physical or emotional problem becomes likely. Though the consequences of burnout can be serious, you can prevent them by taking action in earlier stages to avoid this phase altogether.

Fortunately, if you believe that you are already suffering from burnout, or are on the way to be experiencing, there are a number of steps you can take to address the problem:

- **Set personal and professional goals and priorities:** Use them as a template for how you make decisions about your time and work.
- **Live a balanced life:** Examine your lifestyle. Are you spending enough time on the people and things most important in your life? Consider taking up a new hobby or class.
- **Determine what you can and cannot control:** And the best place to start is with yourself. Exercise, eat healthy foods, avoid self-medicating, and get plenty of sleep.
- **Learn to set boundaries:** This can include limiting work hours or making sure you take time off for lunch. It can also mean taking all your vacation or not taking work-related calls or checking your e-mail during nights or weekends.
- **It's okay to say no:** If the requests on your time don't match your goals and priorities, politely turn them down.
- **Talk to your supervisor:** Express your concerns, frustrations or suggestions in a constructive way to your supervisor. Share ideas and explore "win-win" opportunities.
- **Revitalize your job:** Find ways to break the monotony and make your job more enjoyable. Change your routine or volunteer for challenging projects. Come to work at a different time or redecorate your cubicle or office.
- **Find a mentor:** Mentors can be a valuable sounding board and source of ideas and advice. Find someone you respect, who has been around the block and shares your values.

For further resources, please go to your portal and use the search bar to type in "Preventing Burnout Flash Course" and "When It's Time to Seek Support Flash Course."

Moving ahead



What did you get out of today's presentation?

Which concepts are working in your life and why?

Who can be a support for you to make change?

Which concepts are *not* working in your life and why?

What 3 ideas are going to be the most helpful for you?

How can you support someone else with change?

What can you do in the next 24 hours to apply these concepts?

What are your biggest barriers for change?