

WHAT IS BURNOUT?

burnout
[burn-out] noun

> a state of exhaustion of physical or emotional strength or motivation usually as a result of prolonged stress or frustration

SIGNS OF BURNOUT

You're tired all the time (physically, mentally, or emotionally)

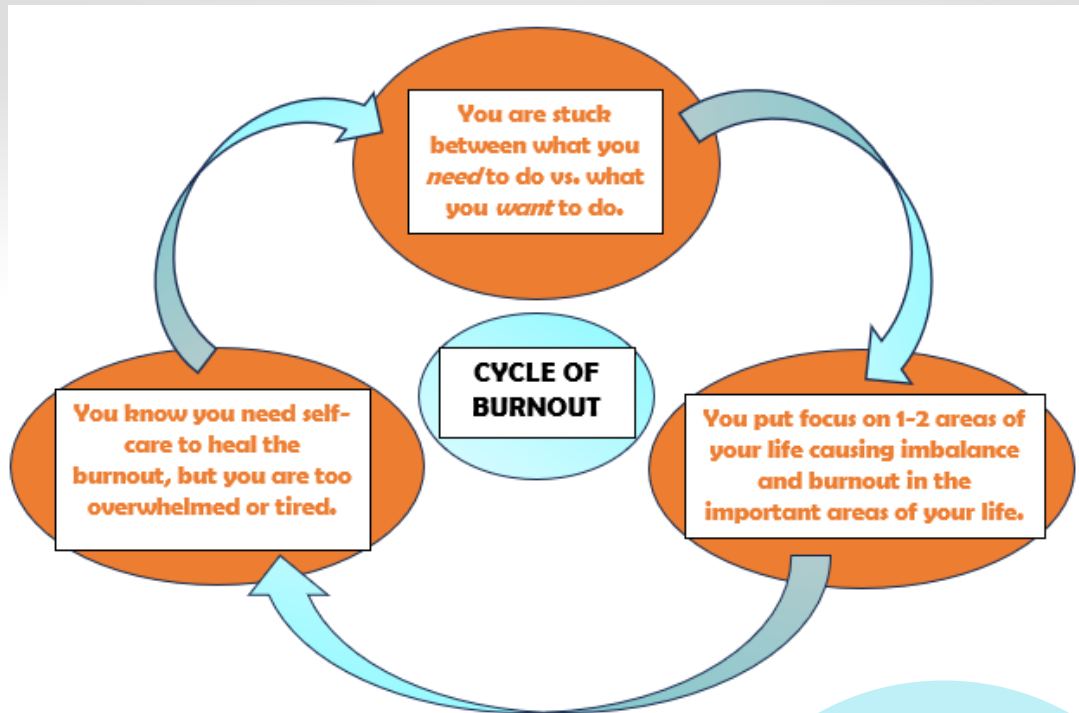
You cope with your stress, overwhelm, or fatigue with inefficient things (like food, alcohol, shopping, etc.)

You feel disconnected from various areas of your life

You dread fulfilling obligations, i.e. going to work or personal tasks

Your attitude is increasingly negative

You doubt yourself and your abilities



Ten Tips & Tricks

1. Find the primary source of burnout
2. Identify immediate changes you can make
3. Talk to people you trust
4. Examine your options (even the bad ones!)
5. Take back control
6. Set realistic boundaries
7. Practice self compassion
8. Pay attention to your needs
9. Remember (or find!) what makes you happy
10. Talk to a therapist or coach who specializes in Burnout Recovery

MR

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Burnout Proof Living

Burnout or Compassion Fatigue or Depression or Just A Funk?

Burnout is a state of emotional and physical exhaustion caused by excessive and prolonged stress.

Compassion fatigue is characterized by depressed mood in relationship to work accompanied by feelings of fatigue, disillusionment and worthlessness.

Depression impacts how you feel, the way you think and how you act. It causes feelings of sadness and/or a loss of interest in activities you once enjoyed. It can lead to a variety of emotional and physical problems and can decrease your ability to function at work and at home.

Need to Assess Your Level of Burnout?!?

1. Take the Stress & Burnout Questionnaire
2. Complete the Wheel of Balance exercise
3. Check out your Core Values exercise
4. Develop a plan of action *or* call Melissa for guidance

Recovery Plan 101

- Think about the WHY of burnout: How did you get here?
- Focus on the basics: sleep, nutrition, exercise, balance
- Re-assess goals, values, and passions.
- Learn to say NO: personally and professionally
- Practice *realistic* positive thinking: things can change if you change your behaviors

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Core Values Exercise

List of VALUES

Accountability
Achievement
Adaptability
Adventure
Altruism
Ambition
Authenticity
Balance
Beauty
Being the best
Belonging
Career
Caring
Collaboration
Commitment
Community
Compassion
Competence
Confidence
Connection
Contentment
Contribution
Cooperation
Courage
Creativity
Curiosity
Dignity

Diversity
Environment
Efficiency
Equality
Ethics
Excellence
Fairness
Faith
Family
Financial stability
Forgiveness
Freedom
Friendship
Fun
Future generations
Generosity
Giving back
Grace
Gratitude
Growth
Harmony
Health
Home
Honesty
Hope
Humility
Humor
Inclusion
Independence
Initiative
Integrity

Intuition
Job security
Joy
Justice
Kindness
Knowledge
Leadership
Learning
Legacy
Leisure
Love
Loyalty
Making a difference
Nature
Openness
Optimism
Order
Parenting
Patience
Patriotism
Peace
Perseverance
Personal fulfillment
Power
Pride
Recognition
Reliability
Resourcefulness
Respect
Responsibility
Risk -taking

Safety
Security
Self-discipline
Self-expression
Self-respect
Serenity
Service
Simplicity
Spirituality
Sportsmanship
Stewardship
Success
Teamwork
Thrift
Time
Tradition
Travel
Trust
Truth
Understanding
Uniqueness
Usefulness
Vision
Vulnerability
Wealth
Well-being
Wholeheartedness
Wisdom

Write your own:



instructions below



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**"We don't have to be perfect, just
engaged and committed to
aligning values with actions."
Brené Brown**

Instructions

1. Begin by checking off the words that best represent principles, standards, or qualities you consider worthwhile or desirable -- those you believe to be important in your life.
2. Once you have narrowed your list to 3-5, pull them to the list below.
3. Now, rank them in order of importance.
4. If you get stuck around the ranking, try this first: for each of your "finalists," write out a full sentence or two of definition – YOUR definition of that value. Once you have defined each word fully, return to ranking them.
5. The value that rises up the most often you should rank #1, the next #2, and so on.

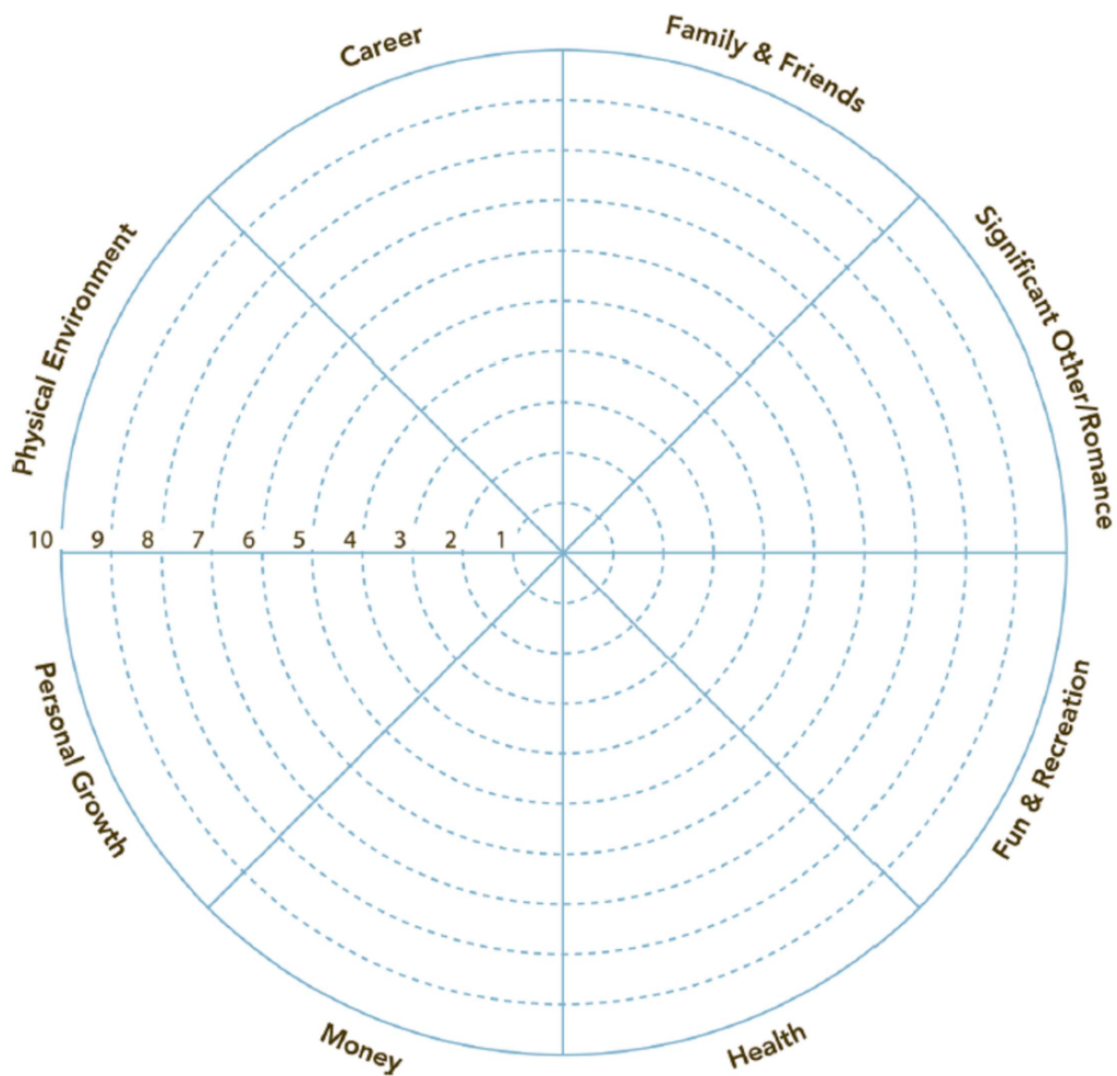
Priority/Rank	My Finalists

Balance Wheel Exercise

Wheel of Life

Directions

The eight sections in the Wheel of Life represent different aspects of your life. Seeing the center of the wheel as 1 and the outer edges as 10, rank your level of satisfaction with each life area by drawing a straight or curved line to create a new outer edge. The new perimeter represents the wheel of your life. If this were a real wheel, how bumpy would the ride be?



Burnout Recovery

Cheat Sheet

Tips & Tricks

1. Educate yourself of what is expected of your position
2. Set clear guidelines and boundaries
3. Create time blocks and be realistic with expectations of yourself
4. Focus on what is in your control vs. what is out of your control.

Recovery Plan 101

1. Think about the WHY of burnout: How did you get here?
2. Focus on the basics: sleep, nutrition, exercise, balance
3. Take a leave of absence (if possible)
4. Re-assess goals, values and passions
5. Learn to say NO: personally and professionally
6. Practice *realistic* positive thinking: things can change if you change your behaviors



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Core Values

How do your
Core Values
align with your
potential
burnout?

Burnout Proof Living

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Recovery Plan 101

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Manager Impact - Change the Cycle

A great place to start is with an understanding of the strongest drivers of employee engagement, including:

- Challenging but achievable goals
- Maintaining a reasonable number of work hours
- Realizing personal potential and learning new things
- Using their greatest strengths
- Fitting professional abilities with role and responsibilities
- Feeling valued and respected
- Feeling supported by manager and organization support

Managers play a big role in employee engagement. In fact, they account for up to 70% of variance in employee engagement.

Companies with engaged employees are:



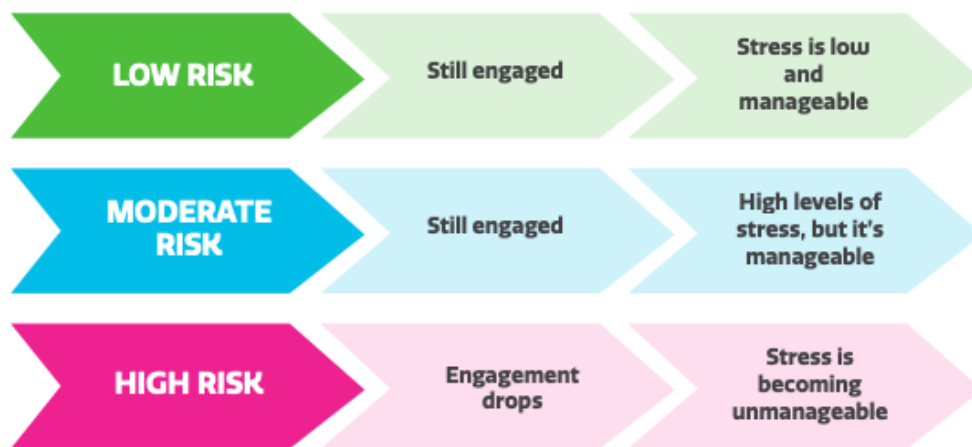
Increasing employee engagement should not and cannot be considered without also considering employee well-being.

It's when the two are separated within conversations that "dark sides" such as burnout creep in.

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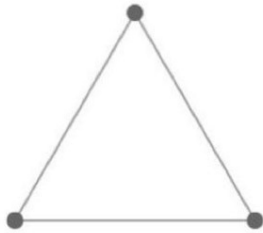
Phases of burnout



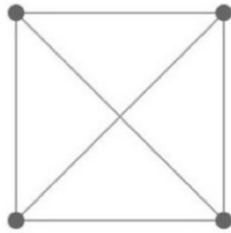
Quick Tips to Implement

1. **Set the example.** Managers should set an example by taking time to care for themselves and their own wellbeing, such as using their own personal/sick days to recover.
2. **Replenish resources** — build in recovery moments. By helping employees build in systematic recovery strategies, managers can support their employees and hold them accountable to maintain their energy at work.
3. **Manage demands** — focus on removing obstacles for employees. There may be barriers in the way of employees being able to maintain their well-being or do their work effectively. Since individuals have limited resources to deal with demands, managers should help employees prioritize their work to enable them to deal with any obstacles
4. **Provide a clear feedback process.** It's important for managers to create a clear and structured process for employees to both receive and provide feedback.

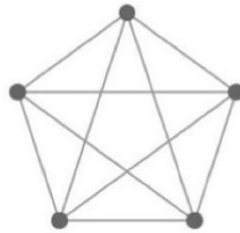
Manager Impact



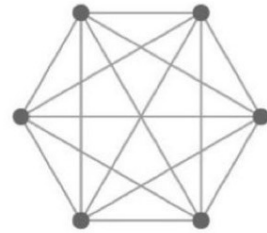
3 people, 3 lines



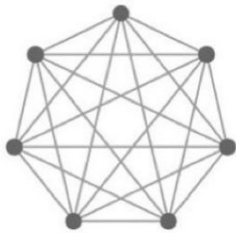
4 people, 6 lines



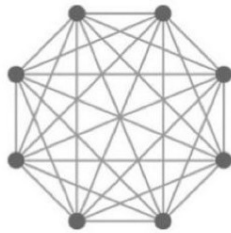
5 people, 10 lines



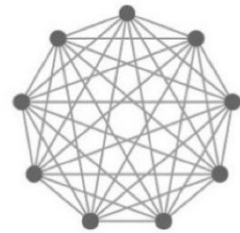
6 people, 15 lines



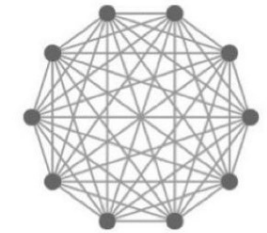
7 people, 21 lines



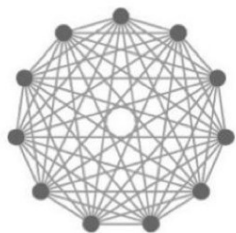
8 people, 28 lines



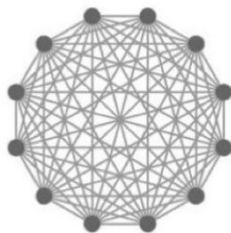
9 people, 36 lines



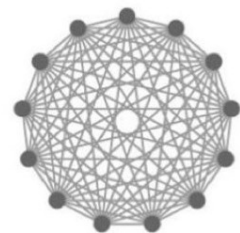
10 people, 45 lines



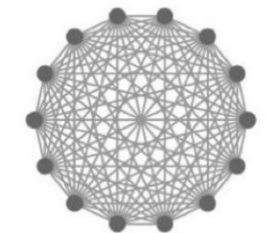
11 people, 55 lines



12 people, 66 lines



13 people, 78 lines



14 people, 91 lines

what does your matrix look like?

Notes or Doodle Page...

