

Avoid
BURNOUT
by achieving
a successful
work life balance

Ansunette Swanepoel, ICAP PA of the Year 2008/09

TOPICS:

- What is Burnout?
 - Signs and Symptoms of Burnout
 - Stress VS Burnout
 - Types of Burnout and factors leading to it
- Strategies for avoiding Burnout
- Identifying Qualities in order to Cope
- Finding Equilibrium
- Conclusion



WHAT IS BURNOUT?

“Burnout is not the same as depressed, overworked or mentally broken down. It is a subtle process, in which somebody is gradually caught in a state of mental fatigue, completely empty and drained of all energy.”

Dr Herbert J Freudenberger, American Psychoanalyst

Signs and Symptoms:



"Well, all the symptoms of just another typical case of burnout, I'm afraid."

Signs and Symptoms:

PHYSICAL SIGNS & SYMPTOMS

Tired & Drained

Lowered Immunity

Headaches & Back Pain

Change in appetite & sleep habits

Signs and Symptoms:

EMOTIONAL SIGNS & SYMPTOMS

Sense of failure & self-doubt

Helplessness, trapped & defeated

Loss of motivation

Cynical & negative

Signs and Symptoms:

BEHAVIOURAL SIGNS & SYMPTOMS

Withdraw from responsibilities

Isolating yourself from others

Using food, drugs & alcohol to cope

Skipping work, coming late, leaving early

Stress vs Burnout:

STRESS	BURNOUT
Characterised by over-engagement	Characterised by disengagement
Emotions are over-reactive	Emotions are blunted
Produces urgency and hyperactivity	Produces helplessness and hopelessness
Loss of energy	Loss of motivation, ideals and hope
Leads to anxiety disorders	Leads to detachment and depression
Primary damage is physical	Primary damage is emotional
May kill you prematurely	May make life seem not worth living

Types of Burnout and factors leading to it

Job Burnout

- Overwhelmed & overloaded
- No control
- Feeling uncompensated & unacknowledged
- No positive connection with co-workers
- Feel that you are mistreated
- Feelings of conflict: Job requirements & personal values
- Poor job fit / boredom
- Economic reasons



Source: www.helpguide.org

The Truth About Burnout, Maslach, C & Leiter, P.

Types of Burnout and factors leading to it

Caregiver burnout

- Pressure to “do it all”
- Financial pressures
- Inadequate support

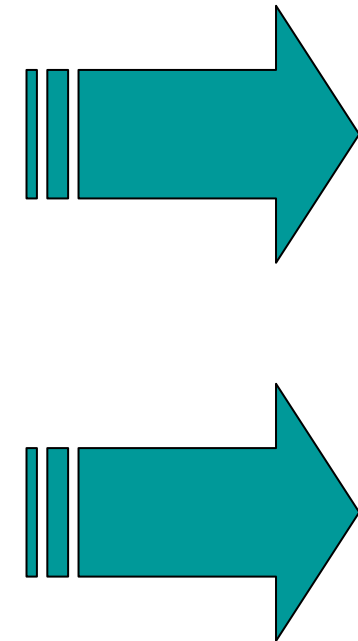
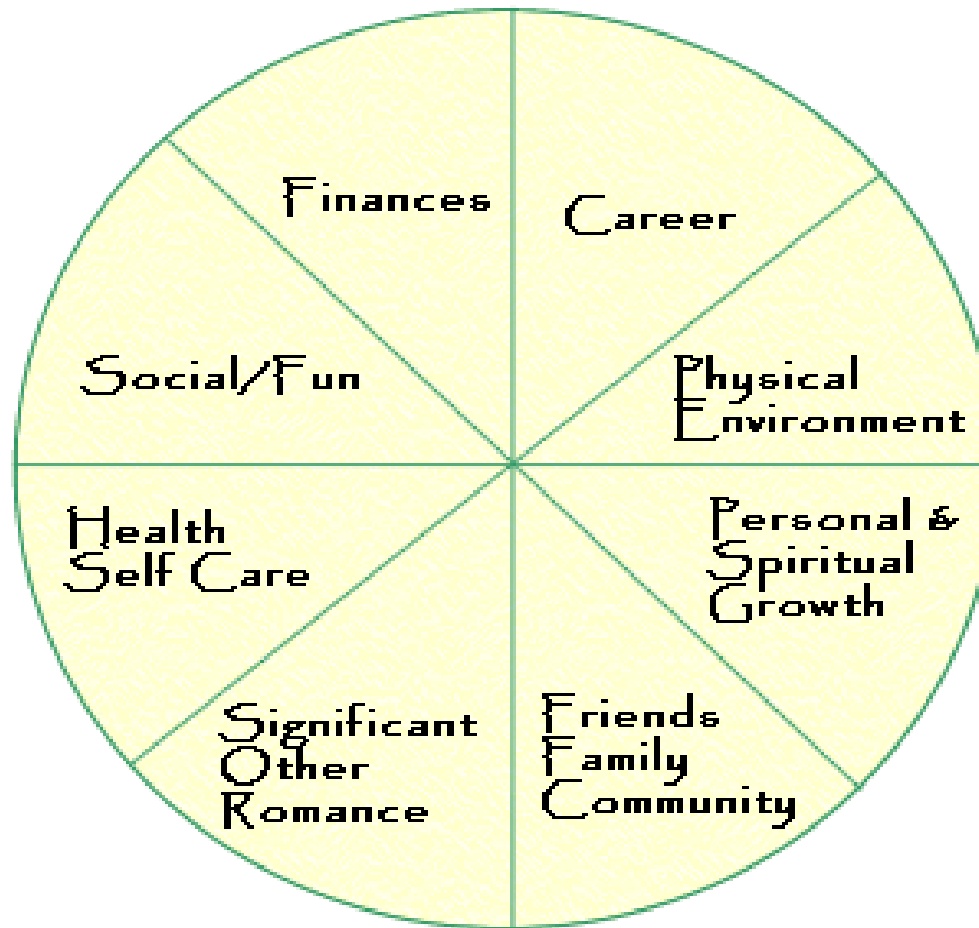


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FINDING EQUILIBRIUM

Wheel of Life Balance



Source: <http://stress.about.com>
Life Matters, Stephen R Covey

STRATEGIES FOR PREVENTING BURNOUT

- ✓ Keep a log
- ✓ Take advantage of your options
- ✓ Learn to say NO & Delegate
- ✓ Leave work at work
- ✓ Manage your time
- ✓ Communicate clearly
- ✓ Fight the guilt
- ✓ Nurture yourself
- ✓ Set aside one night each week for recreation
- ✓ Protect your day off
- ✓ Get enough sleep
- ✓ Bolster your support system
- ✓ Seek professional help

IDENTIFY & BUILD ON YOUR QUALITIES

7 HABITS

Take Initiative

Focus on Goals

Set Priorities

Win when others Win

Communicate

Cooperate

Reflect and repair Deficiencies

IDENTIFY & BUILD ON YOUR QUALITIES

KNOW YOURSELF

Understand what you want to do and why you want to do it.

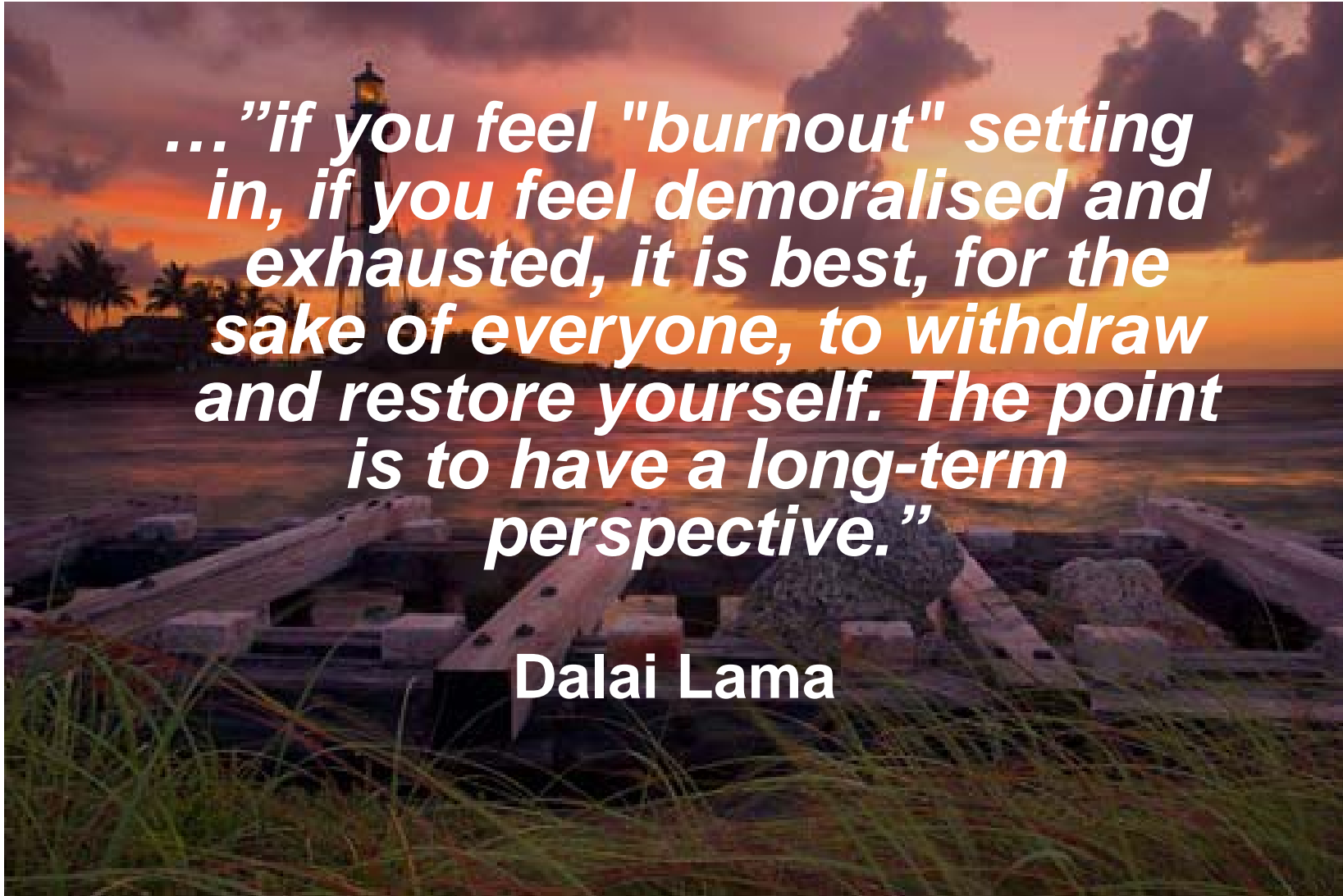
DEVELOP SKILLS

Become able to do it

DESIRE

You must want & will yourself to do it

CONCLUSION

A photograph of a lighthouse on a beach at sunset. The sky is filled with orange and pink clouds, and the sun is low on the horizon. In the foreground, there is a large piece of driftwood on the sand. The lighthouse is in the middle ground, and the ocean is visible in the background.

... "if you feel "burnout" setting in, if you feel demoralised and exhausted, it is best, for the sake of everyone, to withdraw and restore yourself. The point is to have a long-term perspective."

Dalai Lama