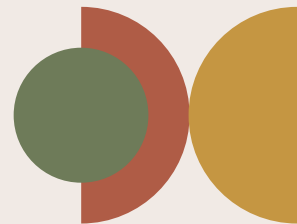


# Tiny Habits

# Big Results at Work to

# Combat Burnout




How integrating daily habits and stress management tools can boost your mental health and support positive wellbeing

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# Objectives

1. Identify the signs and symptoms of workplace stress and burnout.
  2. Learn about different tiny habits and wellness strategies to manage stress and combat burnout in the workplace.
  3. Practice stress reduction strategies to promote wellness in the workplace.
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# Signs of Work Stress

- Stress is a normal response to the demands of work. It can be beneficial in short bursts, helping you stay alert and perform at your best.
- However, prolonged or excessive job stress can be damaging to your mental health. Prolonged stress can contribute to the development of anxiety and/or depression, and may cause an existing condition to worsen.
- Work related stress can impact relationships and life outside work, stress can increase your risk of health issues, fatigue and lead to burnout.

# Signs of Workplace Stress

## Psychological

- Irritability
- Excess anxiety, worry and nervousness
- Low mood
- Low productivity accompanied by feelings of guilt or low achievement
- Feeling nervous and on edge
- Finding that you're unable to 'switch off' from work
- Lacking motivation

## Physical

- Fatigue
- Muscular tension
- Headaches
- Rapid heart rate
- Sleeping difficulties, such as insomnia
- Digestive issues
- Frequent illnesses
- Change of appetite

## Behavioral

- Difficulty making decisions
- Loss of creativity and initiative
- A drop in work performance
- Problems with interpersonal relationships
- Difficulty concentrating
- Lower tolerance of frustration and impatience
- Disinterest
- Isolation

# Taking Care of Your Mental Health

- It's important to recognize that mental health can be affected in multiple ways. While there is stress relating to our work environments that need to be managed, we must also remember to monitor the stresses in our personal life as well. Learning to identify when you're stressed – so that you can avoid or manage stressful situations – is an important way to stay well.
- Everyone is different, with different roles – at home and at work – and there is no single best approach to staying mentally well, but there are several things you can do every day to improve your wellbeing.



# What is Burnout?

- Burnout is a state of emotional, physical, and mental exhaustion caused by excessive and prolonged stress.
- It can result in feeling extremely overwhelmed, emotionally drained, and unable to meet constant demands of work and life.

# Stress vs. Burnout

## STRESS vs BURNOUT

- Overengagement
- Reactive or over reactive emotions
- Sense of urgency and hyperactivity
- Lost or diminished energy
- Leads to anxiety
- Physically tolling



- Disengagement
- Blunted or distant emotions
- Sense of helplessness
- Motivation is lost or diminished
- Leads to feeling depressed
- Emotionally tolling

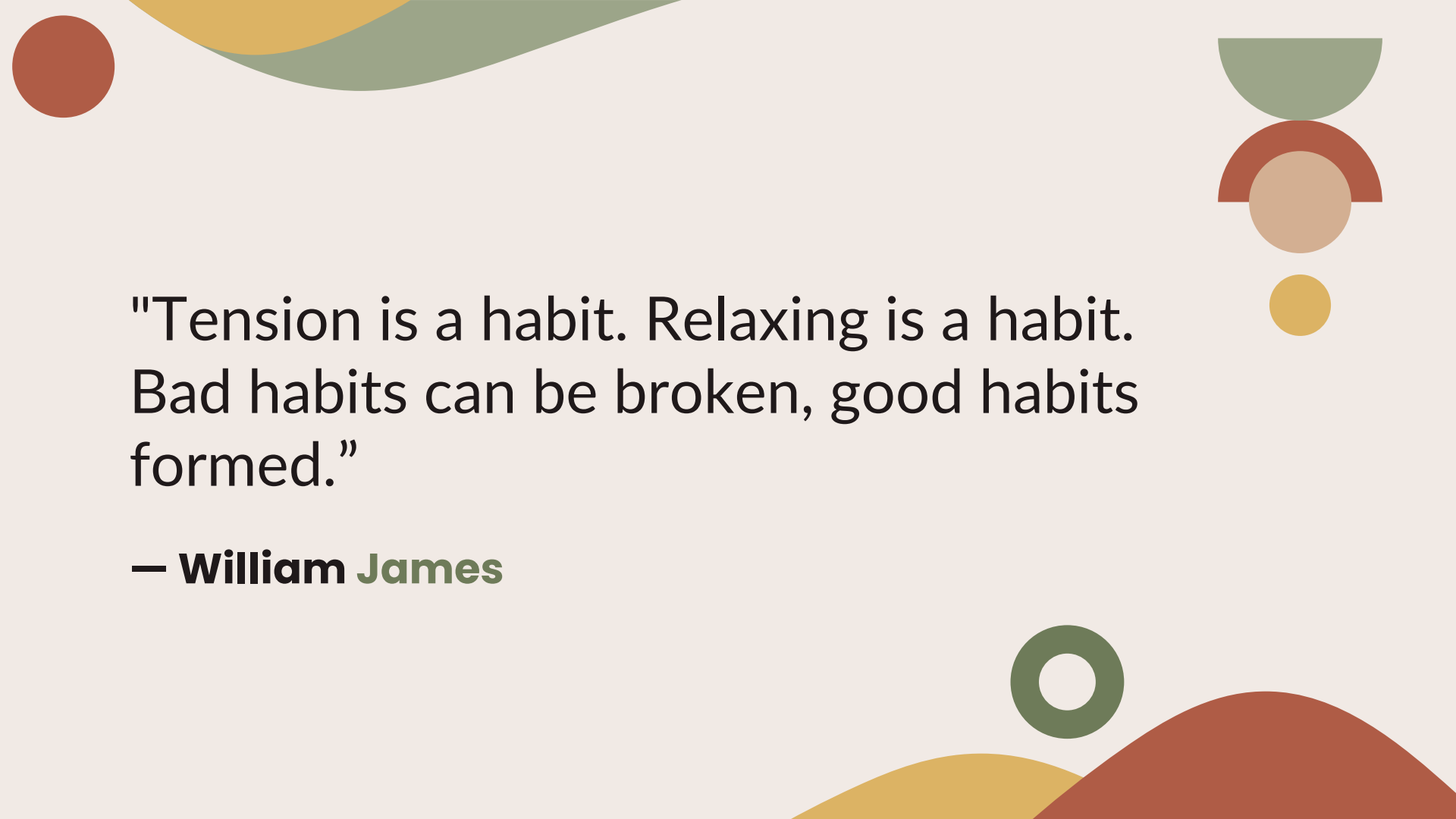
# The Negative Effects of Burnout

- Burnout reduces productivity and saps your energy, leaving you feeling increasingly helpless, hopeless, cynical, and resentful. Eventually, you may feel like you have nothing more to give.
- The negative effects of burnout spill over into every area of life—including your home, work, and social life. Burnout can also cause long-term changes to your body that make you vulnerable to illnesses like colds and flu. Because of its many consequences, it's important to deal with burnout right away.



# Why It's Important to See The Signs of Burnout

- Burnout is a gradual process. It doesn't happen overnight, but it can creep up on you. The signs and symptoms are subtle at first, and become worse as time goes on if left unchecked.
- Think of the early symptoms as red flags that something is wrong that needs to be addressed.
- If you pay attention and actively reduce your stress, you can prevent a major breakdown. If you ignore them, you'll eventually burnout.



"Tension is a habit. Relaxing is a habit.  
Bad habits can be broken, good habits  
formed."

— **William James**

# QUICK TIPS FOR STRESS MANAGEMENT

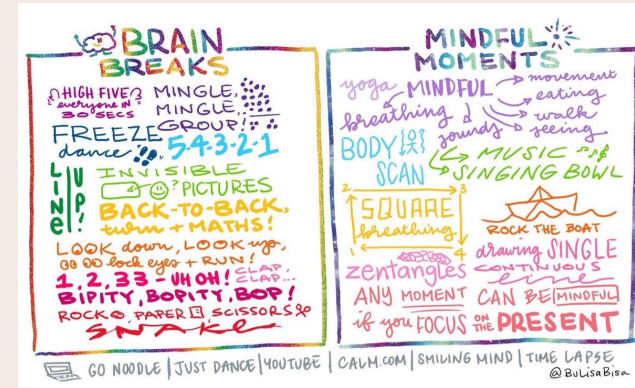
1. Schedule regular catch-ups with people you feel connected to at work.
2. Break large tasks into smaller ones.
3. Maintain a tidy work environment.
4. Allocate time for lunch and take it away from your desk.
5. Recognize when you do your best work. Plan your most demanding tasks for those times.
6. Walk around more, stand, or listen to music, depending on what works best for you.
7. Set reminders for a 'hard stop' at the end of the workday.

# Take Quick Breaks

- If possible, consider taking a break or taking distance from the source of your immediate stress at your workplace.
- If you can't leave your place of work, consider going to the bathroom taking a minute to make tea or walk around pausing the activity that's frustrating you and switching tasks for a few minutes watching a relaxing 1- to 5-minute video on YouTube.
- Although moving around or leaving isn't possible in every work environment, consider ways you can take a mental break. For example, taking a minute to focus on an object nearby and trying to identify as many details of it as possible.

# Take Mindful Breaks

- A mindful break is simply taking a break to reflect on the present mindful moment. Being mindful is acknowledging your emotions, without judgement or interpretation. In other words, a mindful break is a “brain break” that you take to refocus and recharge.
- Mindful breaks are opportunities and reminders in the midst of the day to pull our attention out of autopilot and back to the current moment.
- Start with one and practice it daily for a week. Then, progressively stack on one more per week. Eventually, the breaks will require little effort and your days will be infused with mindfulness.



# 5 Minute Meditation

Mediate for 5 Minutes: Use an app or download a guided meditation to get started. Meditation lowers our baseline of stress and boosts our awareness and focus.



Meditation #1 : Engage your senses to connect to your external environment. Look around, being sure to turn your next. Notice sounds, smells, and taste. Feel sensation and temperature on your skin

Meditation # 2: Bring awareness to your entire physical state (sensations) in present moment without judging or attempting to change the experience. Then bring awareness to your emotional state (feelings) in the same way, and lastly to your mental state (thoughts).


# Butterfly Hug

What is the Butterfly Hug?

The Butterfly Hug is a tool designed to help ease anxiety and calm you in the moment. The Butterfly Hug is a form of bilateral stimulation that can be used as a grounding technique. The process is simple and can be done in any situation. It can help bring you back to the present moment and calm your emotional state

Alternative Method: Another way that the butterfly hug may be used is by simply putting your right hand on your left upper arm and your left hand on your right upper arm and tapping your upper arms. Whichever is more comfortable for you is fine.





Self-care is not selfish or indulgent. We cannot nurture others from a dry well. We need to take care our our own needs first, so that we can give from our surplus, our abundance. When we nurture others from a place of fullness, we feel renewed instead of taken advantage of.

**Jennifer Louden**







# Thank you!!!

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