

Beating Burnout

What Helps Prevent Burnout

- ◆ Talking realistically to yourself.
- ◆ Changing negative thinking to more realistic thoughts.
- ◆ Going on a mini-vacation in your mind.
- ◆ Deciding that you can interpret an event in any way you choose.
- ◆ Shifting to productive, useful, decision-making thinking when you start to worry.
- ◆ Taking a deep breath and consciously relaxing muscles, lowering your shoulders, and calming you mind when necessary.
- ◆ Trying to see situations from the other person's point of view in order to understand what is going on.
- ◆ Having a hopeful and optimistic (though realistic) outlook.
- ◆ Thinking about and figuring out how to solve problems where you work.
- ◆ Complimenting others; finding what you appreciate in others, and noticing it.
- ◆ Congratulating yourself for your accomplishments.
- ◆ Identifying and stopping negative not-helpful thoughts.
- ◆ Changing your voice to a slower pace, lower tone, softer.
- ◆ Interpreting stress sources as things outside yourself: "I am not the target."
- ◆ Treating others like adults, and expecting them to act and think like adults, in a collaborative manner.
- ◆ Being able to say "No," and mean it, when the situation calls for it.
- ◆ Looking others straight in the eye and stating your needs and wishes, while also respecting their perspectives.
- ◆ Keeping a twinkle in your eye.
- ◆ Leaving your work at the work-place.
- ◆ Imagining how you will look, feel, and be when you achieve a goal.
- ◆ Standing up for what is truly important to you-what you must have in order to fulfill your positive self-image.
- ◆ Doing what is in you long-term best interest.
- ◆ Engaging in physical exercise every day.
- ◆ Being courageous enough to face those things you fear or dread.
- ◆ Trying new and various behaviors and methods of problem-solving.
- ◆ Taking responsibility for your own behavior-*all of it*.
- ◆ Expressing anger appropriately and in a way that makes it useful to you and others.
- ◆ Treating others in a way that brings out their best.
- ◆ Respecting yourself as you respect others.
- ◆ Being sure to please yourself, because you know you can't please everyone, but still taking into consideration the needs of others.
- ◆ Using your cognitive processes (thinking!) before you speak.
- ◆ Limiting "life-change events" that are under your control and trying to spread them over time.
- ◆ Enriching your life with friends, outside activities, and varied interests.
- ◆ Learning something new that excites you.
- ◆ *Doing it today* if it really needs to be done.
- ◆ Finding ways to be in control of your thoughts, feelings, and behavior-the essence of protective mental health.

What Encourages Burnout

- ◆ Talking negatively to yourself: "I can't stand this," "No one appreciates me," "I'm a failure."
- ◆ Overwhelming yourself with "shoulds": "I should have done this already."
- ◆ Getting personally insulted or threatened.
- ◆ Worrying and obsessing over a troublesome event, without doing any problem-solving.
- ◆ Holding your tension in your muscles, and breathing shallowly, with mind racing.
- ◆ Feeling compelled to win any argument or have the last word in a discussion.
- ◆ Believing that if it happened in the past,
- ◆ It *must* happen again.
- ◆ Having a "bitch-and-moan session" with anyone who's handy and willing; getting satisfaction from complaining rather than acting.
- ◆ Focusing on the irritating behavior in others.
- ◆ Ignoring your accomplishments and dwelling on "failures."
- ◆ Yelling or raising your voice to others.
- ◆ Being egocentric and paranoid, "having a chip on your shoulder," choosing the role of victim.
- ◆ Always expecting there will be problems, advising others, treating them like children, showing them "who's boss."
- ◆ Being self-sacrificing and always feeling overworked, underpaid, and under-appreciated.
- ◆ Avoiding conflict or even a simple discussion in which your desires and wishes might conflict with another's.
- ◆ Taking everything *very* seriously.
- ◆ Taking your job home with you so that you might work on it in your spare time, and letting it interfere with your "off-time," leaving you exhausted when it is time to return to work.
- ◆ Telling yourself that there is no need to have a goal, since you can't achieve it.
- ◆ Doing anything anyone else asks you to do, even if you don't want to, or even if it causes you trouble.
- ◆ Being a martyr or making others victims of your moods.
- ◆ Being a couch potato and never finding the time to properly care for your body.
- ◆ Avoiding at all costs anything that hurts or causes fear.
- ◆ Assuming that you can't change anything about yourself: "That's just the way I am."
- ◆ Using "crutches" (also known as "cop-outs") for handling anxiety: drinking, slamming a door, taking a tranquilizer.
- ◆ Telling yourself that you *shouldn't* be angry so that you won't have to discuss it.
- ◆ Ignoring the needs of others and treating others without respect.
- ◆ Ignoring your needs, or meeting them to the detriment of others.
- ◆ Asking others how you should act, think, and believe, to meet *their* expectations; valuing their needs while negating your own.
- ◆ Putting tongue in gear before engaging brain.
- ◆ When life is hard, taking on even more assignments and tasks, thereby increasing your stress.
- ◆ Staying alone, isolated, and feeling sorry for yourself.
- ◆ Resisting change and learning, because it makes you nervous to change.
- ◆ Making procrastination a way of life, even when it causes serious hardships.
- ◆ Believing that you are out of control, unable to master your thoughts, feelings, behavior or destiny.

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