

Career Burnout Prevention

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Kathy Espinoza Speaks



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**NATIONAL ASSOCIATION OF STATE ADMINISTRATORS
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Balance/Burnout is a Spectrum



Avoiding career burnout is
easier said than done.



It's hard to recognize. Is it stress?
Is it a rough patch? Is it getting
better or worse?

Our Goal in Life is to Thrive



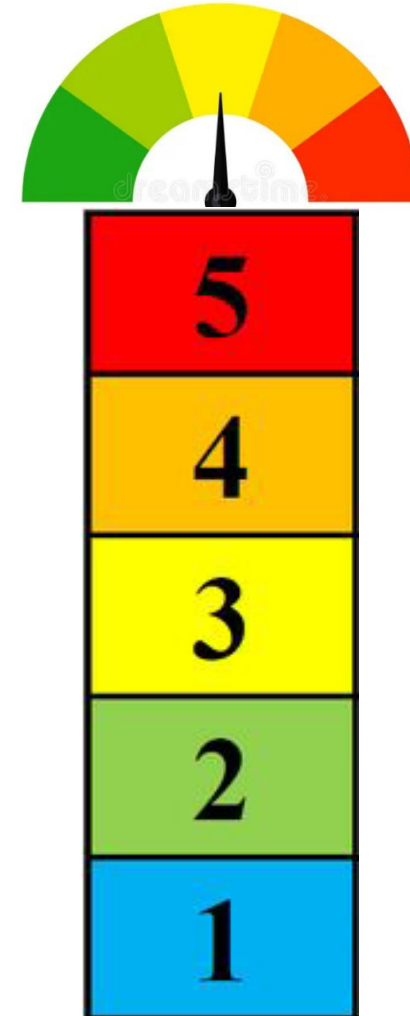
- In our career: all positions, maintain skills, keep attitude and efforts positive amid the pressures and twists of life...
- In our personal life: being there for the family, juggling work, relationships and kids...
- How do people stay motivated? Is there enough 'filling your soul' daily to go the long distance?

To Avoid Burnout & Make the Distance

You have to be able to recognize where you are at on this spectrum. Are you escalating UP? Can you bring it back DOWN?

A vacation brings back balance. Only 2 weeks a year. Will that work the other 50 weeks?

It's easier to measure your burnout level by understanding when you are NOT feeling balanced and learning how to bring balance back.



We ALL Set the Tone

- At work, with management, workforce, your co-workers
- At home, with spouse, kids, neighbors, in-laws, on vacation, days off

As you interact and move through life, learning when you are 'out of balance' is half the battle.



Myths about ‘Balance’

- **The myth of “Having it All”**
 - 1980’s: Quality time versus quantity time (phone)
 - 2000’s: Multitasking, giving $\frac{1}{2}$ effort at everything
 - 2010’s: Work/Life Balance (juggling)
- **Life is not 50/50:** Not half work and half home
- **It’s being fully THERE,** wherever you are at
 - Dedicated mindset to where you are
 - At work ~ be at work. At home ~ be at home.



Myths about 'Balance'

- **Delegation**
 - Micromanaging
 - Trust others
 - Focus on higher-level responsibilities
- **Setting Boundaries**
 - Email response time expectations
 - Communication availability
 - Establish boundaries
 - Protect your personal time



Myths about 'Balance'

- **Flexibility: Life happens!**
 - Sometimes work demands require more
 - Sometimes personal demands require more
- **Adaptability**
 - Be able to adjust and re-prioritize, without feeling guilty or overwhelmed
 - Could be rescheduling a meeting for personal needs
 - Could be working late to finish project missed



Nature v. Nurture

How did your parents handle life? Where did they 'live' on the scale of 1 to 5?

- Screamers?
- Constantly unglued?
- Hating life, hating the job?
- How did THEY handle it?



I asked management ~

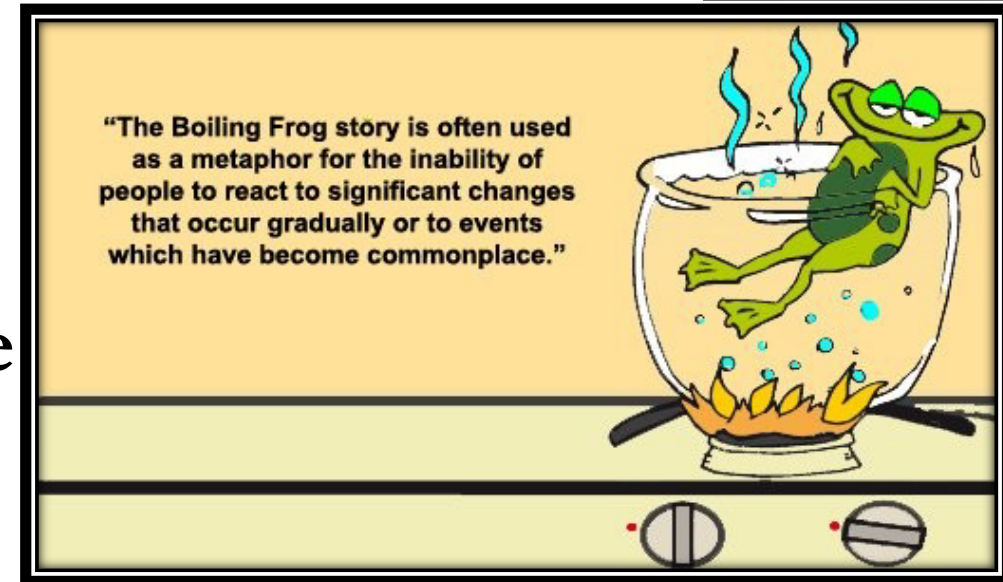
How do you stay sane?

How do you shut it off at the end of each day?

Recognize when you are 'unbalanced'



A daily diet of 'stressed living' (going, going, going) can become the 'norm', especially when working in a place where everyone works like this.



Recognize ‘unbalanced’

What outside ‘hobbies’ do you have?

Compartmentalized life (up at 5, go to work, no lunch, exercise 5 to 6, make dinner, fall asleep on couch, wake up and do it all over?

Day off: Get laundry done, clean house, do the yard, grocery shop, meal prep for week?

How can you be there for others
if you can’t balance yourself?



Recognize ‘unbalanced’



Either you figure it
out or your body
will figure it out
for you.

Recognize 'unbalanced'

Lemon Build-Up

How many lemons are in your basket at the end of each day?






How many lemons do you take to bed each night?



Where Do You Spend Your Day?

1 Feel great, work is flowing, welcome interruptions, loving, cooperative, listening, compassionate, full of energy and ideas, smile often.








5	Rage, Furious	
4	Angry, Mad	
3	Frustrated, Confused, Annoyed, Sad	
2	Nervous, Worried, Anxious	
1	Happy, Calm, Satisfied, Pleased, Okay	

Where Do You Spend Your Day?

2 I'm here at work but not all that happy about it, wonder what will go wrong today. I'd rather be at home. I'm present but not glowing.








5	Rage, Furious	
4	Angry, Mad	
3	Frustrated, Confused, Annoyed, Sad	
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Where Do You Spend Your Day?



3 Feeling stressed, agitated, bothered with interruptions, negative thoughts creeping in, feeling more rigid, easily annoyed. “What now?” state.






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Where Do You Spend Your Day?

4 Definitely stressed, agitated, needy, impatient, distant, disconnected.

You are good as long as no one crosses your path and makes you mad.








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Where Do You Spend Your Day?

5 Stressed, not sleeping, looking for comfort in food, alcohol, tech, talking to yourself, ‘I don’t need this’, wondering what’s wrong with everyone else. Resent people asking if you’re okay or ‘What’s your problem’?



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Career Burnout Spectrum

Where Are You?

Discuss

- By Age
- By Department
- By Position

Is it getting better or worse?



Start Each Day Assessing This



Be aware of it~

Ask yourself:

- Are these things within my control?
- Am I putting unnecessary deadlines on myself?
- When was the last time
 - I took a deep breath,
 - Ate anything or
 - Sat outside in the sun?

Stress Management



Great for days where you are at a 1 or 2 on the scale.

- Good Stress
- Bad Stress
- Cumulative Stress



What *IS* Cumulative Stress?

- ✓ Working 8 to 5
- ✓ Deadlines (real or self-imposed)
- ✓ Elderly parents
- ✓ Your children, children, children
- ✓ School/college/wedding payments
- ✓ Turning 40:
Personal Health (Weight, blood pressure, cholesterol,
vision, etc.)





What are Your TRIGGERS?

What takes you from 2 to 5?

Traffic

Schedules

Boomers

Gen Z, soon to be Alpha

Technology

Computer breakdown, deleted book

There will *Always* Be Stress

Outside or Inside?

- Stress, like beauty...



It's how we *react* to stress triggers

- Deal with it / Part of Life
- Actively address/minimize
- Let it build up



What are Your TELLS?

What do you do that lets others
know you are not balanced?



Disclaimer: If you don't know,
ask your kids, co-workers or
significant others...

SIGNS you are 'Off-Balance'



- Headaches
- Racing heart
- Indigestion
- Muscle pain
- Forgetfulness
- Sweaty palms
- Sleeplessness
- Unhappy
- Fatigue
- Loss of Appetite
- Excessive Appetite
- Edgy / Quick Anger
- Nervous / Anxious
- Everyone is walking on eggshells

Typical Ways We Handle It

✓ RAGE!!

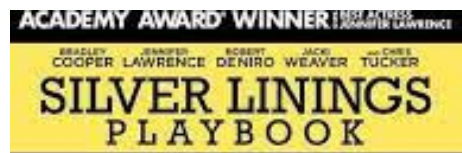
✓ Eat!

Stress eaters

Stress Non-eaters

✓ Distorted Thinking Patterns

Silver Linings Playbook



Stress Management 101

- ✓ **Control**

Change only what you can

- ✓ **Recognize the response**

Physical / Psychological

- ✓ **Change your perception**

Stress scale 1 to 10

Little gray snake...



Balance Your Life

✓ **Proper Exercise**

✓ **Proper Diet**

Eat to live rather than live to eat

✓ **Proper Rest**

60% of working population are sleep deprived

✓ **Proper Attitude**

The quality most predictive of health, happiness is:

Optimism





REALISTS
THE ONLY ONES WHO KNOW
WHAT'S REALLY GOING ON.

There will *Always* be Stress

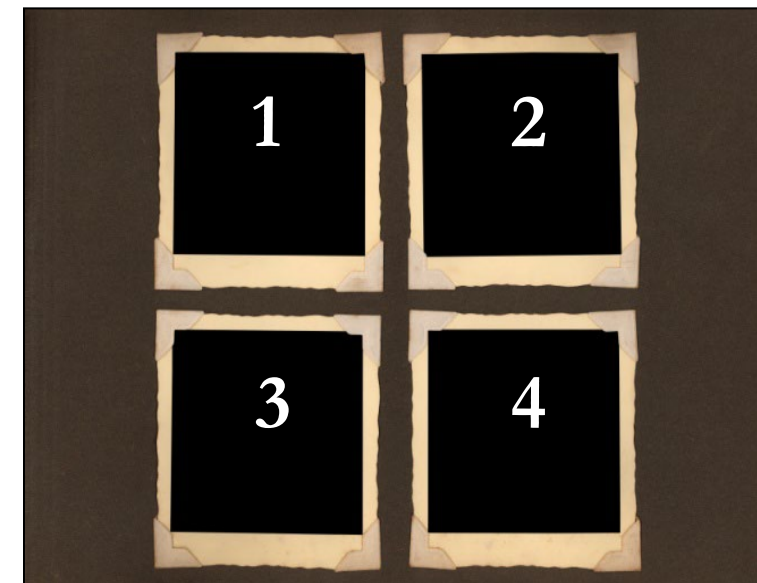
Put it where it belongs

Is it an emergency?

Can I hand this off?

Can it wait until this afternoon/tomorrow?

Can I get help?



Silence is Golden!



- Shut the door
- Take 5 minutes of quiet
- Charge your emotional battery



When Getting Overwhelmed...

- ✓ Make a 'to do' list to get it out of your head
It's either rumbling in your head or it's on paper
- ✓ Take the LAST 10 minutes of your day to
down where you left off today
- ✓ Take the FIRST 10 minutes of the day,
what 3 things do you want to get done today.



Balance Means Living Life Forward

WE control our destiny

From here on...

Stop the blame game and excuses

Take responsibility for your own thoughts, actions

Rid yourself of all bitterness and grudges

“Anger is like holding a hot coal in your hand,
...The only one who gets burned is YOU”



Be Present. Really listen.

If you found out today that you had cancer,
Would you...

Stop living and waste life?

Create iPhone/iPad orphans?

Watch more sunsets

BE with the ones you love



Randy Pausch – *“The Last Lecture”*

Live in the Present

First, I was dying to finish high school and start college.

And then, I was dying to finish college and start work.

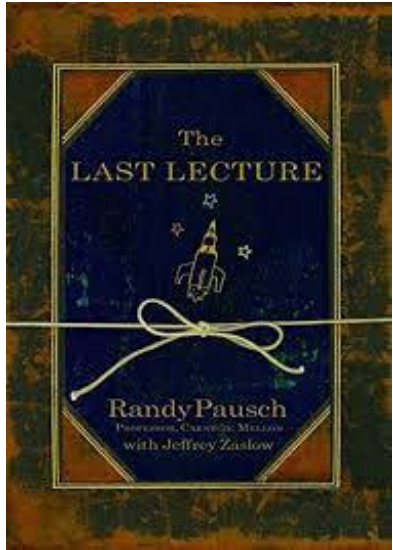
And then, I was dying to marry and have children.

And then, I was dying for my children to grow
old enough so I could go back to work.

And then I was dying to retire.

And now I am dying...

and suddenly, I realized that I forgot to live.



Self-Care

Great for days where you are at
a **3 or 4** on the scale.



Self-Care

Self-Care is anything we deliberately do
with our own well-being in mind



Self care is more than just putting lotion on my legs...

Rich man's Self-Care (spa, massage, \$\$\$ weekends)

Poor man's Self-Care (yoga, breathing, etc.)

Anyone's Self-Care

Start with Decluttering

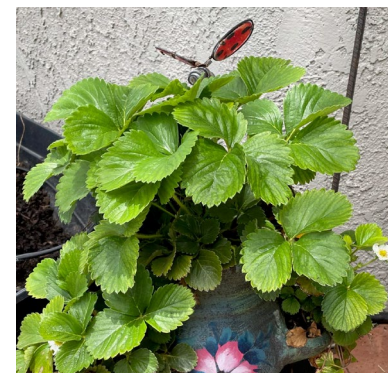
- A kitchen drawer
- A closet
- A pile of 'going to get to' reading
- Your work office or home office



Find a Hobby

Not for money or the job

- Something you enjoy
- Use your hands
- Something that takes your mind off work



Self-Care

Exercise (for pleasure)

- Jazzercise (comradery)
- Walking in nature
- Music
- TV and treadmill



Mental Self-Care

Social interaction can:

- Help strengthen relationships
- Improve mood and wellbeing
- Offer a sense of belonging



Sensory Self-Care



- ✓ Sit in a rocking chair or glider
- ✓ Sway in a hammock
- ✓ Light a candle
 - Not blueberry or birthday cake



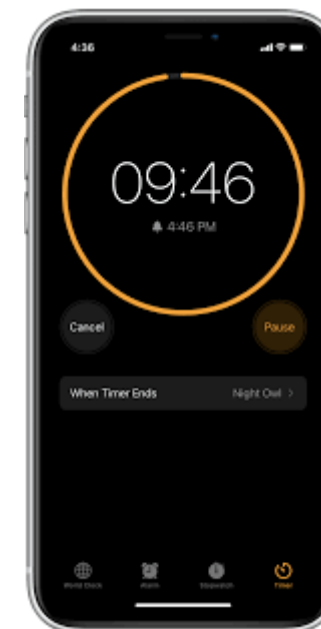
20 years from now, the only
people that will remember
that you worked late will
be your kids.

@teenswithtenacity

End of Day

Transition/Wind-Down

- No radio on drive home
- Turn on music at home, not TV
- Set a timer for Tic Tok, scrolling
- Turn off work 'notifications' at 5:00 or 6:00
- **Don't walk in the door to home at a '4 or 5', park the car down the street and take some deep breaths**



You've Got a Tough, Demanding Job!



Remember: Burnout is a Spectrum

**Learn to recognize the signs of
being 'unbalanced' and bring
the number down.**



Thank you!

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