

# Steps to Better Work+Life Balance



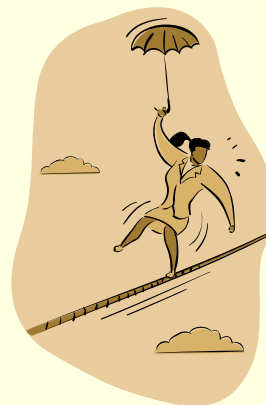
Speaker

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## Steps to Better Work + Life Balance

- Explore the importance of taking care of yourself and your staff
- Learn techniques to create work~life balance
- Enhance workplace environments to manage stress



## Elements of Work + Life Balance

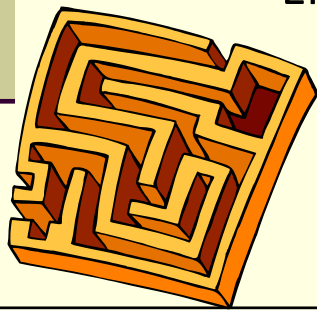
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Mental

Physical

Emotional

Relationships



**Healthy BALANCE**

## Normal Stress Reactions

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### Helpful

### Harmful

#### **Mental**

Alert  
Motivated

Cynicism  
Hopeless

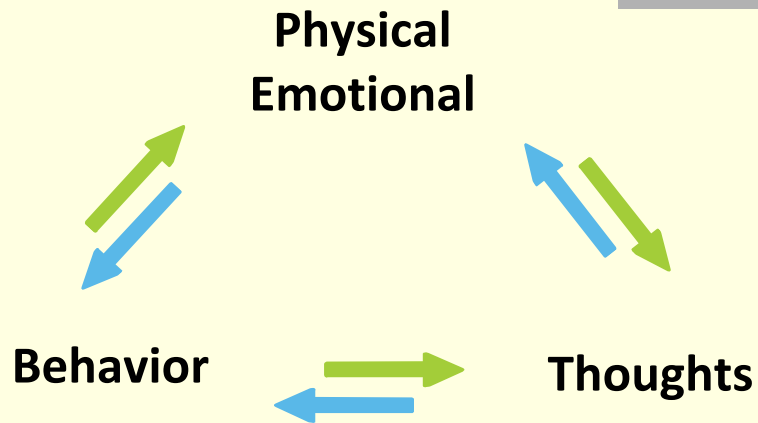
#### **Physical**

Boost of  
energy

Exhaustion  
Illness

## Stress Cues

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## Countering Stress

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- Activate the Relaxation Response
  - Breathe deep
  - Unclench muscles
  - Nurture hope and optimism
  - Move
  - Cultivate social connections

## Workplace Stress

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A good understanding of burnout is essential to keeping the flame of compassion and dedication burning brightly.

Christina Maslach, Ph.D.

Michael Leiter, Ph.D.

*Banishing Burnout: Six Strategies for  
Improving Your Relationship With Work*

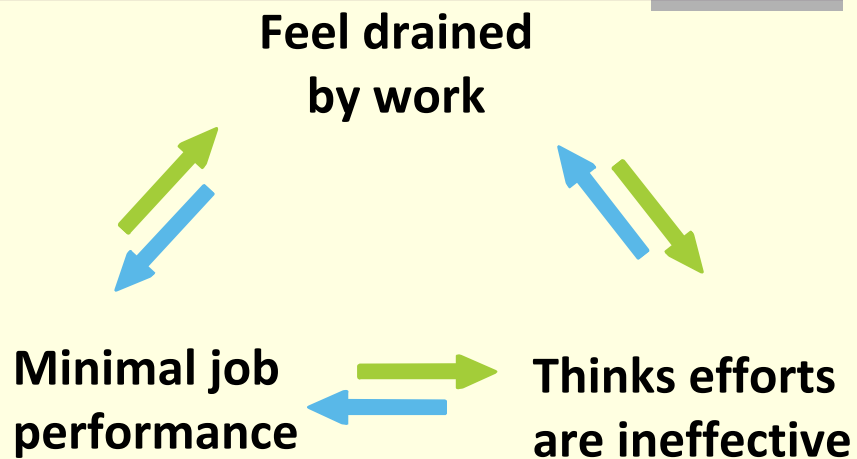
## Relationship with Work

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- Energy: physical and emotional
- Involvement: actions or behavior
- Efficacy: belief in one's effectiveness

## Burnout Cues

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## Person + Organization Match or Mismatch?

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- **Workload:** sufficient resources
- **Control:** accountability with power
- **Reward:** pay, recognition, satisfaction
- **Community:** respect, cooperation, contact
- **Fairness:** nondiscrimination, equity
- **Values:** mission congruence, shared ethics

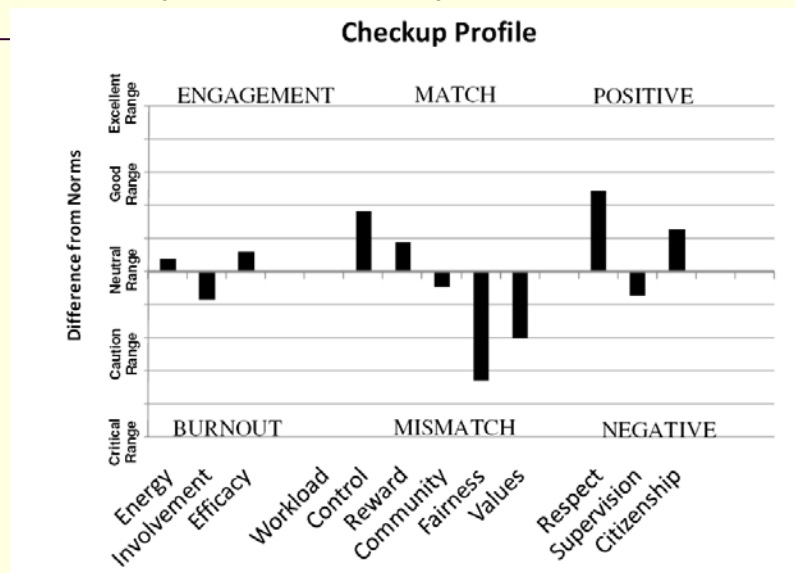
## Quick Burnout Assessment

To give an idea of how we assess burnout, here are a few items from our book, *"Banishing Burnout: Six Strategies for Improving Your Relationship With Work."* Please note, however, that this is not a complete survey.  
 For each item, think about how your current work matches up with your personal preferences, work patterns, and aspirations.

	Just Right	Mismatch	Major Mismatch
<b>Workload</b>			
The amount of work to complete in a day			
The frequency of surprising, unexpected events			
<b>Control</b>			
My participation in decisions that affect my work			
The quality of leadership from upper management			
<b>Reward</b>			
Recognition for achievements from my supervisor			
Opportunities for bonuses or raises			
<b>Community</b>			
The frequency of supportive interactions at work			
The closeness of personal friendships at work			
<b>Fairness</b>			
Management's dedication to giving everyone equal consideration			
Clear and open procedures for allocating rewards and promotions			
<b>Values</b>			
The potential of my work to contribute to the larger community			
My confidence that the organization's mission is meaningful			

- If everything is a match, you have found an excellent setting for your work
- A few mismatches are not very surprising. People are usually willing and able to tolerate them
- A lot of mismatches, and especially major mismatches in areas that are very important to you, are signs of a potentially intolerable situation

## Survey Results July-Nov. 2008



## Improving Mismatches

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- Plan an intervention
- Do it
- Study the results of the plan
- Act on successful results
  - Plan
  - Do
  - Study
  - Act
    - PDSA cycles

## Conclusion

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- Manage stress for better health
- Practice optimism in adversity
- Plan, Do, Study, Act
- Seek help when needed

## Recommended Reading

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Christina Maslach, Ph.D., Michael Leiter, Ph.D.

*"Banishing Burnout: Six Strategies for Improving Your Relationship With Work"*

David D. Burns, M.D.

*"The Feeling Good Handbook"*

American Psychological Association, [www.apahelpcenter.org](http://www.apahelpcenter.org)

*"The Road to Resilience"*

## Thank you

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