

Strategies to Avoid Burnout

1. Eat well and exercise. Drink plenty of water.
2. Get your rest. SLOW DOWN!
3. Ask for help. Some of us are so self-reliant that we won't ask for help from friends and family members. You can't do it all, all the time, by yourself.
4. Tension, stress, sorry, or anxiety do not allow your body to relax. Try exercising or going for a walk or a warm bath.
5. Take care of yourself first before you commit to others.
6. Don't wait until the weekend to take that long, hot bubble bath.
7. If you haven't read a good book lately, start today. Go to the nearest bookstore and order a latte then enjoy yourself.
8. Look out for patterns that trigger your impatience and avoid those as much as possible.
9. Don't skip your vacation and breaks. Spend your breaks taking the time off that you deserve.
10. Use technology to your advantage. Use voicemail to pick up your messages. Ask those who have email access to send their responses to your email account. That way, you won't have to respond immediately.
11. Meet for brunch or dinner, at least once a month, with a group of close friends who share common goals.
12. When doubts plague you, take few minutes to write down your accomplishments at times when you were not feeling so stressed or despondent. Seeing your wins in writing helps you keep the perspective on reality.
13. To avoid being overwhelmed, take one task at a time and complete it, then go on to the next one. This feeling of accomplishment will begin to inspire and focus you again.

** The Office of Campus Life would like to thank the University of New Mexico, and the University of Kansas in aiding this publication.*



Office of Campus Life Richland Community College

One College Park
Decatur, IL 62521

Phone: (217) 875-7200 Ext. 305

Fax: (217) 875-7783

E-mail: Campuslife@richland.edu

<http://www.richland.edu/campuslife>

Avoiding Burnout



Leader Tips Leadership Development Tips for Groups



Office of Campus Life
Richland Community College

LEADership Mastery Program

DELEGATION IS THE KEY!

Student leaders find it difficult to delegate. Why?

- They prefer to do the job themselves to see it is done right
- Don't want to impose on others
- Some of the spotlight is moved away

When to delegate

- A lot of work has to be done in a limited amount of time
- You feel someone else has particular qualifications that would suite the task
- Someone expresses interest in the task
- You think that a particular person might benefit from the responsibility.

When NOT to delegate

- Things that are usually your specific responsibility
- Something that you yourself would not be willing to do.
- A task to someone who may not possess the necessary skills to complete the job

Obstacles to Delegation... And Solutions

1. You are particularly interested in the work and want to do it yourself because you get satisfaction from this personal involvement...

Satisfaction can also come from sharing success

2. You feel you will lose control of the work and will not know what is happening...

Have the group approve a plan of action

3. You do not know which tasks to delegate.

Start with small tasks given to others and increase with each success

WHAT IS BURNOUT?

What is burnout? Burnout is a physical, mental and emotional response to constant levels of high stress. Burnout often arises from excessive demands that are either internally imposed (high expectations of ourselves) or externally imposed (by family, job, club, school work).

Are stress and burnout the same? Stress is a "hurry sickness" and burnout is a "depletion syndrome". Burnout is not simply stress. Rather it is a complexity of several factors together.

What Causes Burnout?

- High expectations of ourselves
- Denial of basic needs (food, sleep)
- Poor time management skills
- Inability to set boundaries or say "no"
- Culture of competitiveness
- Being constantly busy and overworked
- Insufficient training in new job roles (no transition)

Signs of Burnout

Fatigue	Muscle Tension	Headaches
Insomnia	Lack of effectiveness	Lack of joy
Anxiety	Sense of emptiness	Irritability

**symptoms can be physical, emotional or spiritual*

1. You are as tired when you get up as when you go to bed
2. You have serious doubts about your abilities
3. Nothing matters to you anymore
4. You are chronically impatient
5. You are chronically irritable
6. You have become a constant and persistent complainer about everything

PERSONAL WELLNESS

What Can I Control?

Time management techniques
Delegating Responsibility
Team-building within the group
Multi-tasking
taking care of yourself

**You can't control all of these all of the time!*

Multi-tasking - What is it?

Time Management
Setting Daily Goals
Setting aside time to plan
Dealing with high priority items first
Keeping to your schedule
Learning to say no and meaning it

Strategies for Multi-tasking

- One size does not fit all - no single solution is best for everyone. Pick the method that is best for you.
- Paper piles grow. When you get a paper report or memo, deal with it, then file it or hand it off. Piles of paper makes for more work.
- When you meet with someone, you are using a non-renewable resource: your time
- Delegate: It's a time saver

Office of Campus Life Richland Community College

Office of Campus Life
Richland Community College
One College Park
Decatur, IL 62521

Phone: (217) 875-7200 Ext. 305

Fax: (217) 875-7783

E-mail: Campuslife@richland.edu
<http://www.richland.edu/campuslife>