

QUICK GUIDE TO DECREASE BURNOUT & BUILD RESILIENCE

Members of the WELCOA community spent five weeks exploring the cause and effects of burnout and resilience in the workplace with subject matter expert and WOOPAAH Founder, Stella Grizont, in WELCOA's inaugural Inner Circle on Burnout & Resilience. This resource provides you with steps from the Work Happiness Method™ that you can take to decrease burnout and build resilience.



IDENTIFY WHAT YOU'RE FEELING

- » Feelings of anxiety, loneliness, grief, and fear are all normal. It's when we try to bottle up those emotions or pretend like we're ok, even if we're not, that we risk making those negative emotions potentially harmful to our well-being.
- » Label your specific emotions to determine an appropriate action plan.
- » Practice self-compassion and reframe the situation with a positive mindset when your thoughts are negative.



CELEBRATE SMALL WINS

- » Give yourself credit for small wins and progress you have made.
- » Acknowledging your progress provides a positive mindset shift.
- » A positive mindset, even the slightest nudge in a positive direction, gets you on an upward spiral and allows you to look at your day in a more positive light.



BE MINDFUL OF EMOTIONS YOU SPREAD

- » Emotions are contagious.
- » Mood impacts immunity, productivity, and engagement.
- » Gratitude is the easiest way to spread positivity - aim to list three things each day that you are grateful for.



SET HEALTHY BOUNDARIES

- » Constantly neglecting or suppressing your own needs puts you at risk for burnout.
- » A boundary is an agreement you have created with yourself or others to easily express and live your values, in order to be who you want to be.
- » To set healthy boundaries:
 - Consider one feeling or value you would like to experience more
 - Identify one experience that will help you cultivate that feeling
 - Create boundaries to help you have that experience - consider the people, schedule, mindset, systematizing, and environment factors that may hinder or help you.



CREATE SELF-CARE PRACTICES

- » Create time for yourself each day for self-care.
- » Be aware of the difference between Self Soothing and Self Care.
 - Self soothing activities take the edge off or allow you to escape reality - ultimately these become an overindulgence or drain
 - Self care activities energize you and help you stay in reality - ultimately these support your long-term well-being



HAVE CONVERSATIONS, NOT CONFRONTATIONS

- » The most important thing in a conversation is your energy, including non-verbal.
- » How do you know if you are ready to have a conversation?
 - In conversation mode, you are:
 - Ready to exchange understanding
 - Curious and open-minded
 - Fueled by loving kindness
 - In confrontation mode, you are:
 - Ready to play offense or defense
 - Convinced about other person's response prior to the discussion happening
 - Fueled by fight or flight
 - Wait to have a conversation until:
 - Your energy is positive (or at least neutral)
 - You can be authentically open and curious
 - You've practiced being how you want to be



MASTER DIFFICULT CONVERSATIONS

Use these nonviolent communication methods from the work of Marshall B. Rosenberg, Ph.D. to master difficult conversations.

- » Open with a positive intention - establish safety by stating a win-win intention that is attractive to you both.
- » State your observation - these are the facts (what you hear, see, smell, touch, do) free of evaluations, judgements, diagnosis of motives, or strategies.
- » Express how it makes you feel - communicate with this person the emotional experience (free of thoughts or interpretation) that represent your needs.
- » Express your need - this could represent your values, wants, and desires (without preferences or strategies for how the needs are met).
- » Make your request with a clear invitation to take specific action to contribute to the needs expressed (without blame or punishment).

- ADAPTED FROM STELLA GRIZONT'S THE WORK HAPPINESS METHOD™ -



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Visit www.remoteandresilient.com for more resources and tools. Email stella@woopaah.com if you have any questions or want to work directly with Stella Grizont.