

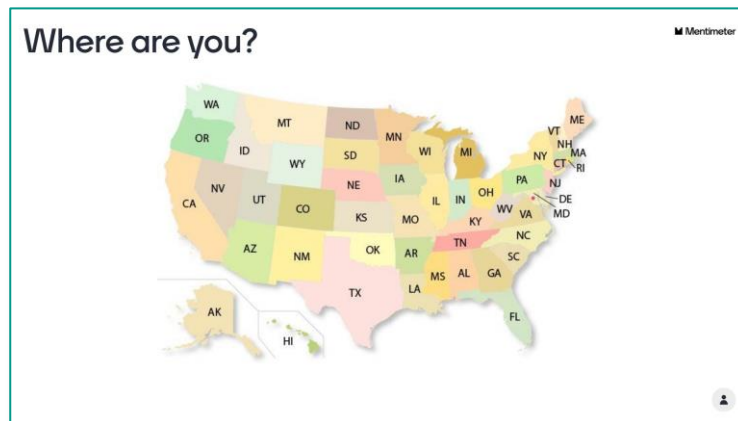
HOW TO USE MENTIMETER

During this session, we will use Mentimeter to interact with you and make this session more FUN.

You'll need:

- Access to the Internet (your computer or your smartphone)
- Fast fingers or thumbs

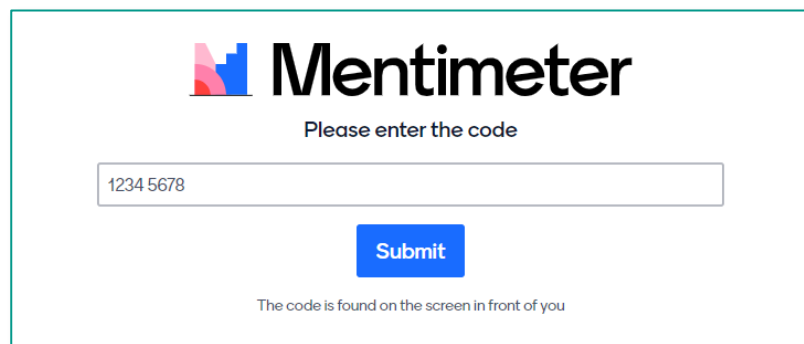
STEP 1: When you join our session, you will see the following screen



STEP 2: At the top, you will see a series of numbers or the Mentimeter Code

STEP 3: In your browser, type in menti.com or click on this link – [Mentimeter - Enter The Code](#)

STEP 4: Enter the Mentimeter code from the presentation

A screenshot of the Mentimeter website's code entry page. At the top is the Mentimeter logo. Below it, the text "Please enter the code" is displayed. A text input field contains the code "1234 5678". Below the input field is a blue "Submit" button. At the bottom, a small note reads "The code is found on the screen in front of you".

STEP 5: Follow the instructions on the screen (For this first screen, you will place a pin in your state)

We can't wait to see where everyone lives, and we will use different Mentimeter slides throughout the presentation so keep your browser open.

BURNOUT QUESTIONS & INFO

Ask Yourself These Questions

- When is the last time I said “no” to something?
- Have I been celebrating my wins?
- Are you increasingly critical or cynical about your job?
- Do you dread going to work?
- Do you find it difficult to stay productive and focus on your job?
- Are you easily irritable or constantly exhausted?
- Do you spend most of your time at work bored or overwhelmed?
- Are you impatient and snapping at others?
- Do you feel that you’re under an unhealthy amount of pressure?
- Is job satisfaction practically nonexistent?
- Do you feel a lack of control at work?
- Do the requirements of your job seem confusing or overwhelming?
- Are you using food, alcohol, or drugs to cope with the stress from your job?
- Has your appetite or sleep dramatically changed?
- Are you often experiencing negative physical symptoms like headaches, backaches, or digestion issues?

NOTE: It is important to talk to your doctor or therapist because some of these symptoms are connected to depression.

What Helps with Burnout?

People with work **friends** are seven times as likely to be engaged in their work, be more productive, and have higher overall well-being.

Pets, especially **dogs** and **cats**, **can reduce stress**, anxiety, and depression, ease loneliness, encourage exercise and playfulness, and even improve cardiovascular health.

Physical exercise helps people maintain their mental health, reduce fatigue, and improve overall cognitive function.

People who **exercise outdoors** experience greater feelings of revitalization, have increased energy, and reduce tension, confusion, anger, and depression.

Hobbies and participating in fun **activities** can combat feelings of anxiety and **exhaustion**.

Laughter enhances your intake of oxygen-rich air, stimulates your heart, lungs and muscles, and increases endorphins released by your brain; improves your immune system; relieves pain; increases personal satisfaction; and improves your mood. [Stress relief from laughter? It's not a joke](#)



Eating nutritious **foods can** lift your mood, increase your energy levels, and **relieve** symptoms of depression and anxiety.

Eating the equivalent of one average-sized dark [chocolate](#) candy bar (1.4 ounces) each day for two weeks reduced levels of the stress hormone cortisol as well as the “fight-or-flight” hormones known as catecholamines in highly stressed people. [Dark Chocolate Takes Bite Out of Stress](#)

Daily **meditation**, even a few minutes a day, **can** provide real benefits such as decreasing stress and anxiety, and increasing focus and concentration.

Journaling can help decrease depression and anxiety, improve physical health, and reframe past traumatic events.

An hourlong hot bath may help reduce the risk of a heart attack, improve blood sugar control, lower blood pressure, burn up to 140 calories, and protect you from illness and infection.

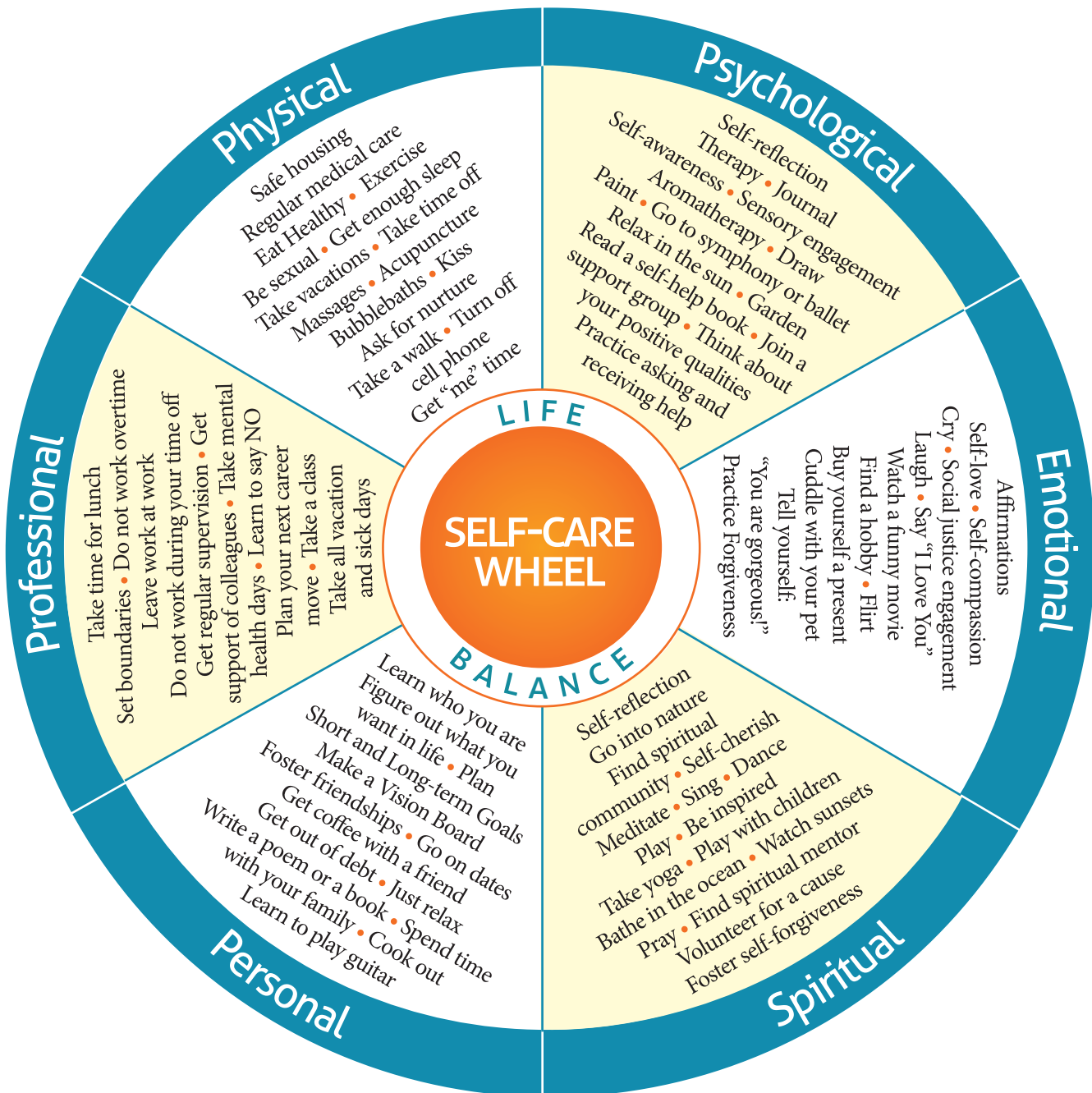
Sleep restores the energy you’ve spent during the day; improves your outlook; and improves your concentration and memory. [How Changing the Way You Sleep Helps to Deal with Counselor Burnout](#)

Not a Help

Coffee puts added stress on the adrenal glands, triggering the production of more cortisol.

- If your levels are already high, this further increases the burden on the adrenals and the body to manage cortisol.
- If your levels are chronically low, your body is having a hard time simply supporting the day to day demands. By asking it to produce even *more* cortisol, you are further implicating your adrenal glands and pushing yourself down a dangerous and unhealthy path of depleted adrenals.

SELF-CARE WHEEL



This Self-Care Wheel was inspired by and adapted from “Self-Care Assessment Worksheet” from *Transforming the Pain: A Workbook on Vicarious Traumatization* by Saakvitne, Pearlman & Staff of TSI/CAAP (Norton, 1996). Created by Olga Phoenix Project: Healing for Social Change (2013).

Dedicated to all trauma professionals worldwide.

www.OlgaPhoenix.com

ASSERTIVE BILL OF RIGHTS

Express yourself

Instructions:

Being assertive involves expressing your thoughts, feelings and needs while respecting the person you are talking to. It also means recognizing that other people have the right to express the same. Communicating assertively can help one feel understood, increase confidence, and decrease conflict. The following rights highlight the freedom you have to stand up for yourself and be clear about your position without disrespecting others. Review these rights, reflect on them, and then answer the reflection question that follows.

I have the right to...

- express my feelings and opinions appropriately and have them taken seriously by others.
- ask for what I want.
- disagree with others regardless of their position or numbers.
- take the time I need to respond.
- say “no” without feeling guilty.
- say “I don’t know”.
- be treated with respect and not be taken for granted.
- feel all of my emotions (including anger) and express them appropriately.
- offer no reasons or excuses.
- ask questions.
- set my own priorities.
- make mistakes.
- change my mind.
- make my own decisions and deal with the consequences.
- feel good about myself, my actions and my life.
- exercise any and all of these rights, without feeling guilty.

Looking at the rights above, what is one area you can benefit from working on and what is one action step you are willing to take in this area? _____

HOW TO HELP YOUR TEAM

In order to be the best leader, you not only need to take care of and understand yourself but also support your team.

- Set fair and transparent expectations
- Meet one-on-one regularly with your team
- Remove stigma around burnout – it's not a weakness
- Encourage your employees to use company wellness programs and employee assistance programs
- Ensure your employees take breaks and vacations (work hard during work hours then disconnect at the end of the day)
- Ensure employees are treated fairly and with respect (don't wait for a problem)
- Provide employees input into important decisions that affect their workload or other aspects of the job
- Train supervisors to take employee's workload and work-family balance concerns seriously
- Respect employee differences
- Communicate values and business practices to all levels of an organization

