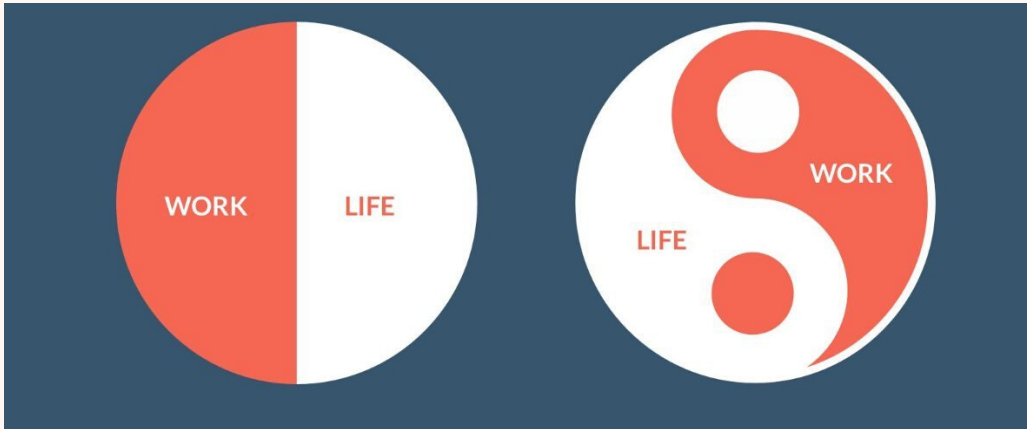


WORK-LIFE HARMONY: TIPS AND TOOLS

*Dr. Kristen Strong
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TOOLS

**PRIORITIZE WHAT IS
IMPORTANT TO YOU**

**CHALLENGE YOUR
THOUGHTS**

REDUCE BURNOUT

1. What areas are important to your life?

1-10

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

What important areas am I not as fulfilled right now?

- How can I make this area more of a priority?
- What would being fulfilled look like in this area?
- Pay attention to the areas you are fulfilled
- Don't expect every area to be a 10

2. Challenge your thoughts

Your boss excludes you from a meeting. What are possible thoughts you could have?



If your thoughts are not helpful, consider...

1. Am I confusing a thought with a fact?
2. Am I jumping to conclusions?
3. What is the evidence for or against my thought?
4. Am I assuming my view is the only one possible?
5. Am I expecting myself to be perfect?
6. Am I blaming myself for something which is not really all my fault?

3. Reducing burnout

CATCH EARLY SIGNS OF BURNOUT

| Physical Signs | Emotional Signs | Behavioral Signs |
|--|--|---|
| <ul style="list-style-type: none">• Tired and drained most of the time• Lowered immunity• Frequent headaches, back pain, muscle tension• Over eating or under eating• Change in sleep habits | <ul style="list-style-type: none">• Loss of motivation• Negative outlook• Sense of failure• Detachment• Irritability• Feeling helpless• Dread going to work• Apathy• Decreased passion | <ul style="list-style-type: none">• Skipping work or coming in late• Withdrawing from responsibilities• Using food, alcohol, or drugs to cope• Difficulties concentrating• Conflicts with colleagues or supervisors• Missing deadlines |

“
By taking care of myself, I have so much more to offer the world than when I'm running on empty
”

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