1. **What areas are important to your life?**

   1-10

   1. _____________  ____  What important areas am I not as fulfilled right now?
   2. _____________  ____
   3. _____________  ____  - How can I make this area more of a priority?
   4. _____________  ____  - What would being fulfilled look like in this area?
   5. _____________  ____  - Pay attention to the areas you are fulfilled
   6. _____________  ____  - Don’t expect every area to be a 10

**TOOLS**

- PRIORITIZE WHAT IS IMPORTANT TO YOU
- CHALLENGE YOUR THOUGHTS
- REDUCE BURNOUT

**WORK-LIFE HARMONY: TIPS AND TOOLS**

Dr. Kristen Strong
Acacia Counseling and Wellness
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

<table>
<thead>
<tr>
<th>Physical Signs</th>
<th>Emotional Signs</th>
<th>Behavioral Signs</th>
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</thead>
<tbody>
<tr>
<td>Tired and drained most of the time</td>
<td>Loss of motivation</td>
<td>Skipping work or coming in late</td>
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<tr>
<td>Lowered immunity</td>
<td>Negative outlook</td>
<td>Withdrawing from responsibilities</td>
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<tr>
<td>Frequent headaches, back pain, muscle tension</td>
<td>Sense of failure</td>
<td>Using food, alcohol, or drugs to cope</td>
</tr>
<tr>
<td>Over eating or under eating</td>
<td>Detachment</td>
<td>Difficulties concentrating</td>
</tr>
<tr>
<td>Change in sleep habits</td>
<td>Irritability</td>
<td>Conflicts with colleagues or supervisors</td>
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<td></td>
<td>Feeling helpless</td>
<td>Missing deadlines</td>
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<td></td>
<td>Dread going to work</td>
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<tr>
<td></td>
<td>Apathy</td>
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<td></td>
<td>Decreased passion</td>
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</table>

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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