“I have come to realize that people are about as happy as they make up their minds to be” (Abraham Lincoln)

**Exercise # 1**
Take a moment to think when you were at your best (Feeling happy, relaxed, and satisfied)

*Instructions:*
1. Write your responses individually
2. Discuss your responses in small group
   - What was the situation?
   - Who were the people?
   - How did you feel?
   - What made it so positive?
   - What can you apply to other situations?

**Exercise # 2**
What is balance?

How do you know when you are “there”?

How do you know when you are not “there”?

**Exercise # 3**
What are competing demands? (CONFLICTS)
What Barriers prevents Health Care Workers (HCW) from leading balanced lives?
Exercise # 5
What are the ways people are resolving/addressing those competing imperatives? (STRATEGIES)

Exercise # 6 for Body
You have just had a massive heart-attack

1. What are your reactions, thoughts, feelings?
2. What do you care about now?
3. What would you change in your life if you could go back before the heart attack?

Exercise #7
What are your goals in life? (GOALS) What you want to accomplish?

- Work on your PDP (Personal Development Plan)
- Work with your mentor

Exercise #8: What is "success"?

- Consider writing your obituary.
- Since your obituary will be written by other folks (family, friends, co-workers etc)
- Think hard that what you want them to say about you (Visualization)

- Then write what you could do TODAY to convince them to say above (Actual steps to be taken today)
Exercise #9: Self-reflection exercises
(From 7 habits of highly effective people)

1. Identify an important though non urgent activity (Quadrant II activities) you know has been neglected in your life- one that, if done well, would have a significant impact in your life, either personally or professionally. Write it down and commit to implement it.

2. Make a list of activities that would help you keep in good physical shape, that would fit your life-style and that you could enjoy over time.

3. Make a similar list of renewing activities in your spiritual and mental dimensions.

4. Evaluate your performance in 4 weeks. If you didn’t make your goal, was it because you subordinated it to a genuinely higher value? Or did you fail to act with integrity to your values.

Exercise #10: What really gives my life meaning? (Soul Searching and spirit enhancing)

“It is better to light a candle than to curse the darkness” (Eleanor Roosevelt)

“If you can dream it, you can do it” (Walt Disney)

**Symptoms and Signs of Burnout**

- Overwhelming physical and emotional exhaustion
- Feelings of cynicism and detachment from the job
- A sense of ineffectiveness and lack of accomplishment
- Over identification or over involvement
- Irritability and hypervigilance
- Sleep problems, including nightmares
- Social withdrawal
- Professional and personal boundary violations
- Poor judgment
- Perfectionism and rigidity
- Questioning the meaning of life
- Questioning prior religious beliefs
- Interpersonal conflicts
- Avoidance of emotionally difficult clinical situations
- Addictive behaviors
- Numbness and detachment
- Difficulty in concentrating
- Frequent illness—headaches, gastrointestinal disturbances, immune system impairment
- Low morale
- High job turnover
- Impaired job performance (decreased empathy, increased absenteeism)
- Staff conflicts
Based on Maslach 2001, Vachon 1995

### Measures That May Help Prevent Burnout

- Mindful meditation
- Reflective writing
- Adequate supervision and mentoring
- Sustainable workload
- Promotion of feelings of choice and control
- Appropriate recognition and reward
- Supportive work community
- Promotion of fairness and justice in the workplace
- Training in communication skills
- Development of self-awareness skills
- Practice of self-care activities
- Continuing educational activities
- Participation in research
- Mindfulness-based stress reduction for team
- Meaning-centered intervention for team

There are varying levels of evidence for the efficacy of these interventions. Randomized trials have shown the effectiveness of mindfulness meditation and reflective writing.

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<thead>
<tr>
<th>Some Suggested Self-care and Self-awareness Practices in the Workplace</th>
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<tr>
<td>- As you walk from your car to your workplace or through the corridors of your workplace, attend carefully to the sensation of contact between your feet and the ground.</td>
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<td>- Set your watch or telephone alarm for midday each day. Use this as a prompt to perform some simple act of centering, eg, take 4 deep, slow breaths; think of a loved one; recite a favorite line of poetry or a prayer; imagine weights around your waist and the words &quot;ground, down.&quot;</td>
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<td>- Reward yourself after the completion of a task, eg, an early coffee break.</td>
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<td>- Call a &quot;time out&quot; (usually just a few minutes) as way of dealing with emotional flooding after a traumatic event; call a colleague saying, &quot;I need a walk&quot; or a break.</td>
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<td>- Stop at a window in your workplace and notice something in nature; consciously give it your full attention for a few moments.</td>
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<td>- Take half a minute of silence or take turns to choose and read a poem at the beginning of weekly interdisciplinary team meetings.</td>
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<td>- Before going into the next patient's room, pause and bring your attention to the sensation of your breathing for 2 to 5 breaths.</td>
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<td>- Take a snack before the end of clinic to prevent neuroglycopenia.</td>
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<td>- Stay connected to the outside world during the day, e.g., check in with loved ones.</td>
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<td>- Multitask self-care, e.g., dictate or meditate while using the treadmill in your office.</td>
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| - Use the suggested 20 seconds of hand washing in creative ways, e.g., pay attention to the sensation of the water on your skin and allow yourself to sink into this experience; make this an act of conscious receiving by acknowledging to yourself "I
am worthy of my own time"; or repeat a favorite line from a poem or prayer; or sing yourself "Happy Birthday!"

- Deliberately make connections during the day with colleagues and with patients, eg, use humor; look for something particular or unusual in the patient's room; or notice patient's birth date or age.
- Keep a notebook and write "field notes" on traumatic or meaningful encounters and events; occasionally take time at interdisciplinary team meetings to share this material.
- Deliberately develop a "role-shedding ritual" at the end of the day, e.g., pay attention to putting away your stethoscope or hanging up your white coat; use the drive home from work deliberately, e.g., take the longer more interesting route; listen attentively to the news, music, or books-on-tape.
- The following are verbatim descriptions of self-care practices from a sample of experienced clinicians, some of whom have been working in end-of-life care for more than 30 years:
  - "I recite the words 'make me an instrument of thy peace' as I approach the hospital and before going into a situation I do not know how to handle."
  - "I always try to figure out some way to touch the patient during the visit . . . shake hands, do even a small part of the physical exam. When I check the blood pressure, I hold the patient's arm in between my side and my arm, which is both an accurate and intimate technique that helps me feel really connected."
  - "While taking the blood pressure, I ask patients to breathe slowly through their nose, and I mirror their breathing with my own."