

ZARVANA

Burnout Prevention & Recovery Toolkit

Excel at Work Without
Living Overwhelmed



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Burnout Prevention & Recovery Toolkit

Understanding Burnout

Burnout defined

Burn-out is a syndrome conceptualized as resulting from chronic workplace stress that has not been successfully managed.

Mental health



Burn-out an "occupational phenomenon": International Classification of Diseases

28 MAY 2019 - Burn-out is included in the 11th Revision of the International Classification of Diseases (ICD-11) as an occupational phenomenon. It is not classified as a medical condition.

It is described in the chapter: 'Factors influencing health status or contact with health services' – which includes reasons for which people contact health services but that are not classed as illnesses or health conditions.

Burn-out is defined in ICD-11 as follows:

“Burn-out is a syndrome conceptualized as resulting from chronic workplace stress that has not been successfully managed. It is characterized by three dimensions:

- feelings of energy depletion or exhaustion;
- increased mental distance from one's job, or feelings of negativism or cynicism related to one's job; and
- reduced professional efficacy.

Burn-out refers specifically to phenomena in the occupational context and should not be applied to describe experiences in other areas of life.”

Burn-out was also included in ICD-10, in the same category as in ICD-11, but the definition is now more detailed.

The World Health Organization is about to embark on the development of evidence-

Burnout's 3 symptoms

1 Emotional exhaustion

"I couldn't do another thing right now."

2 Cynicism or apathy

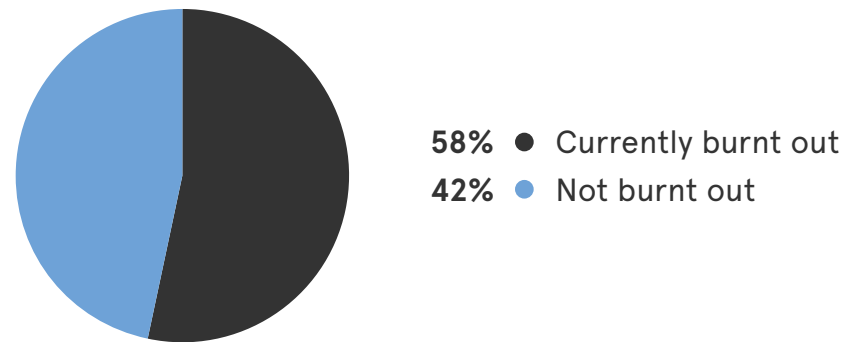
"I used to love this job, but I just don't care anymore."

3 Reduced sense of personal efficacy

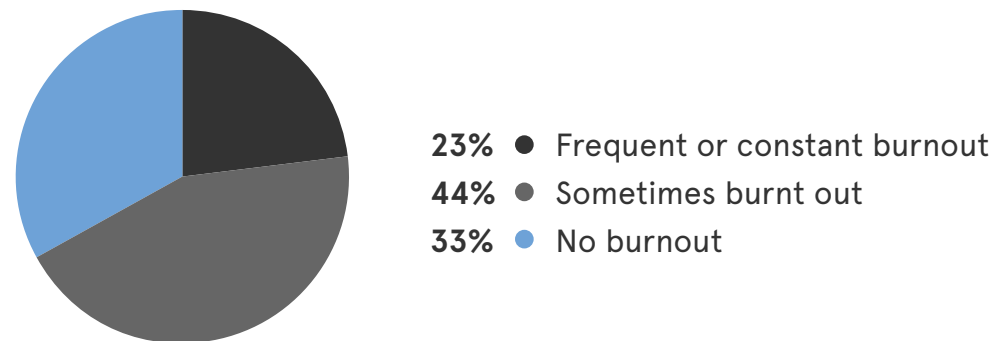
"I'm not sure I'm making any difference."

Burnout is becoming very common

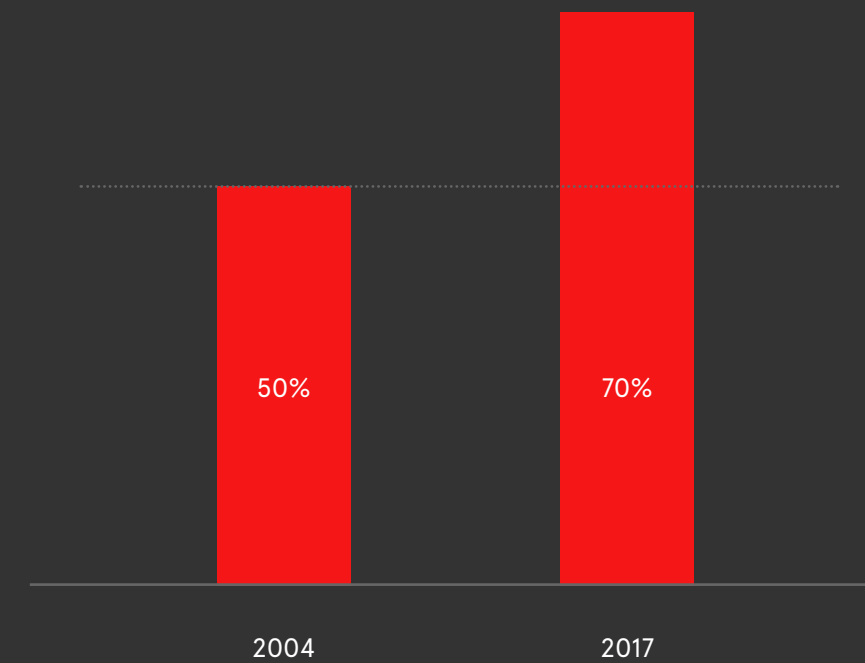
Portion of Tech Workers at Facebook, Amazon, Microsoft, & Others Currently Suffering from Burnout²



Portion of Employees Experiencing Burnout At Work¹



Calls to Workplace Options phone-counseling lines complaining of stress and anxiety³



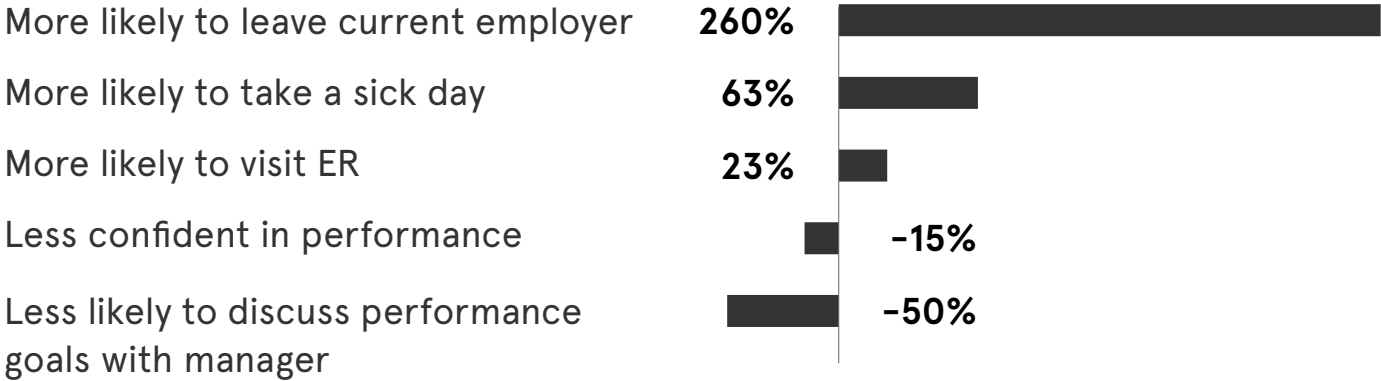
¹ Wigert, Ben & Agrawal, Sangeeta. "Employee Burnout, Part 1: The 5 Main Causes," Gallup (Jul 2018).

² McCarthy, Kyle. "Close to 60 Percent of Surveyed Tech Workers Are Burnt Out—Credit Karma Tops the List for Most Employees Suffering From Burnout," Blind – Workplace Insights (May 2018).

³ Feintzeig, Rachel. "Feeling Burned Out at Work? Join the Club," Wall Street Journal (Feb 2017).

Burnout has significant consequences

Those experiencing frequent or constant burnout¹ are:



Burnout costs between \$125 billion and \$190 billion every year in healthcare costs². Researchers estimate that workplace stress accounts for 8% of national spending on healthcare³.

¹ Wigert, Ben & Agrawal, Sangeeta. "Employee Burnout, Part 1: The 5 Main Causes," Gallup (Jul 2018).
² Garton, Eric. "Employee Burnout Is a Problem with the Company, Not the Person," Harvard Business Review (Apr 2017)
³ Blanding, Michael. "National Health Costs Could Decrease if Managers Reduce Work Stress," Harvard Business School: Working Knowledge (Jan 2015).



»The land of burnout is not a place I ever want to go back to again«

Arianna Huffington | Founder/CEO Thrive Global

Burnout's 6 primary causes

Ask these questions to determine if you're at risk:

- Workload** → Is the quantity, difficulty, or emotionality of my work too much?
- Control** → Am I generally motivated to do my work?
- Reward** → Do I feel thankful for my job?
- Community** → Would I like to attend a social function with my co-workers?
- Fairness** → Do I feel respected by my company and superiors?
- Values** → Am I proud of my company?

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Burnout's Antidote

What is the goal?

Work-Life Balance is not a helpful aspiration for overcoming burnout



Work-Life Balance doesn't have a clear meaning

Forbes, Mar 2018

»Work-life balance means something a little different to everyone.«

Forbes, Feb 2018

»Work-life balance is an elusive concept without a clear definition.«

Forbes, Dec 2017

»Perhaps balance is good. Maybe the problem is not in desiring balance but in how I define and approach it.«

Forbes, Jul 2017

»The word "balance" is what throws people. The two aren't equal and rarely will be.«

Forbes, Jun 2017

»It's a personal matter, meaning what works for one person can be far from what works for another.«

**And logically,
it's non-sensical**

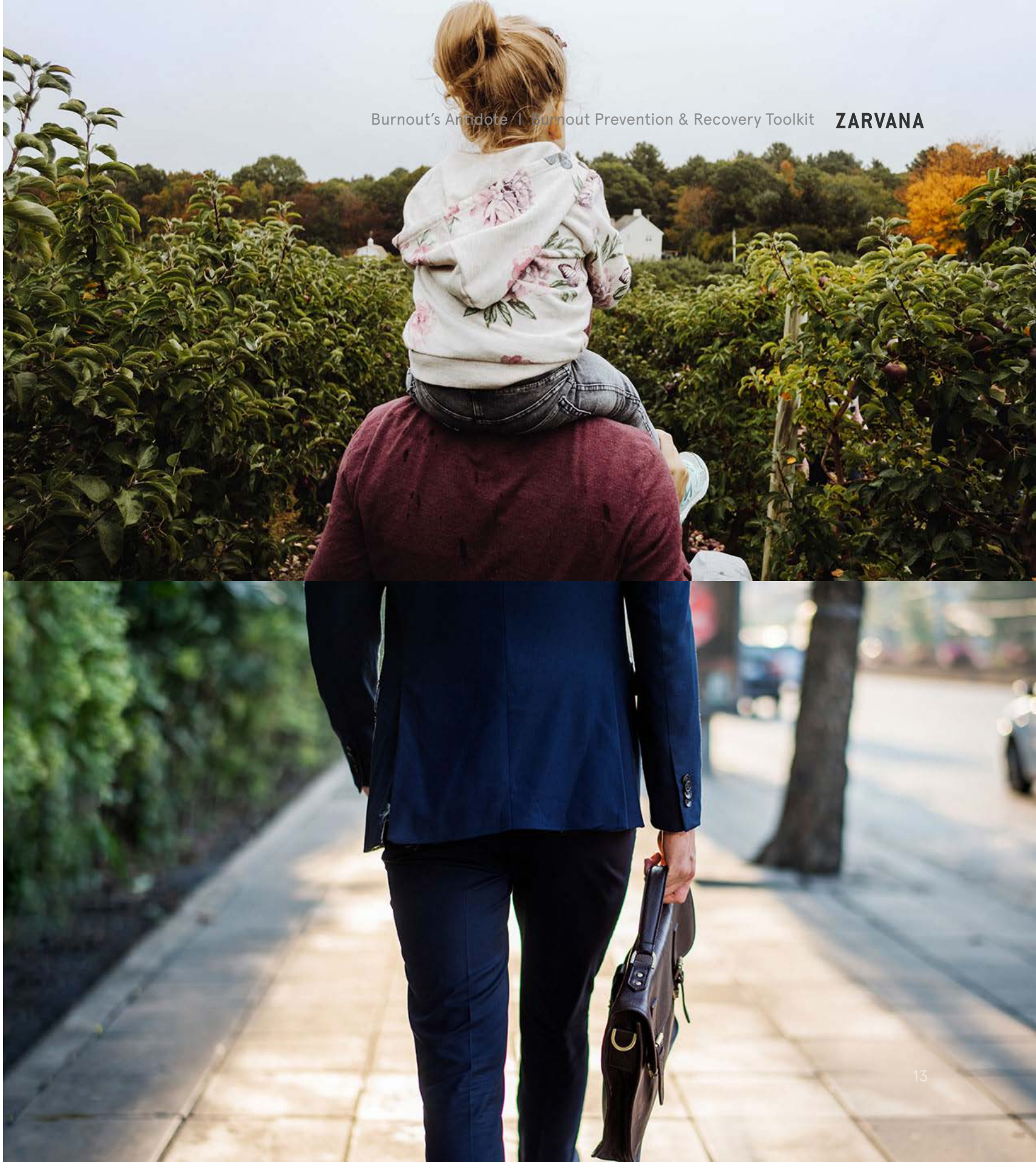
Balance implies an even split of
time devoted to work and life



Yet 'balance' would be undesirable for most

This is work-life balance: Working 60 hours/week.

Full Week		168 hours	
Awake	120	Sleep	48
Life	60	Work	60

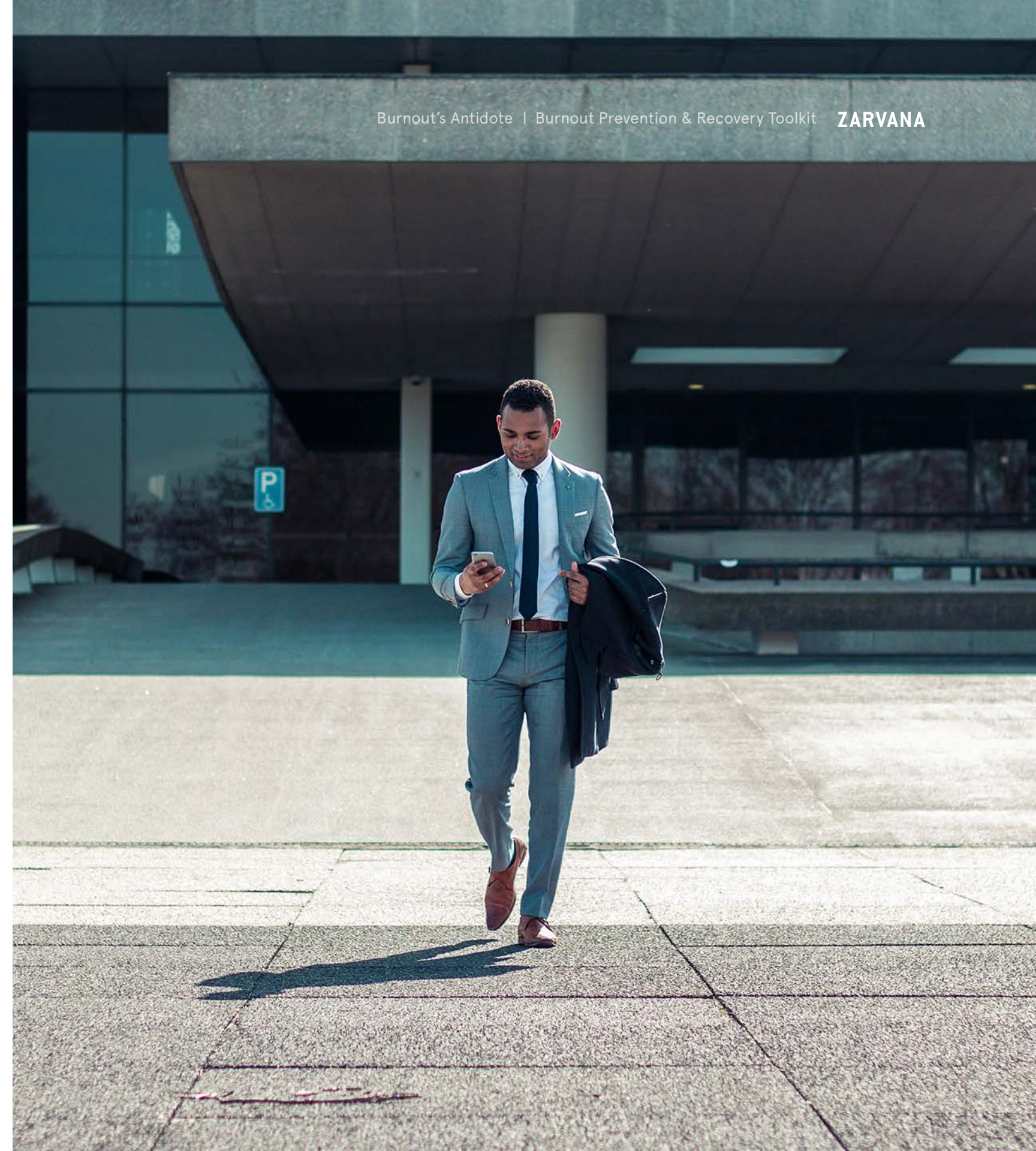


Work-Life Integration is harmful too

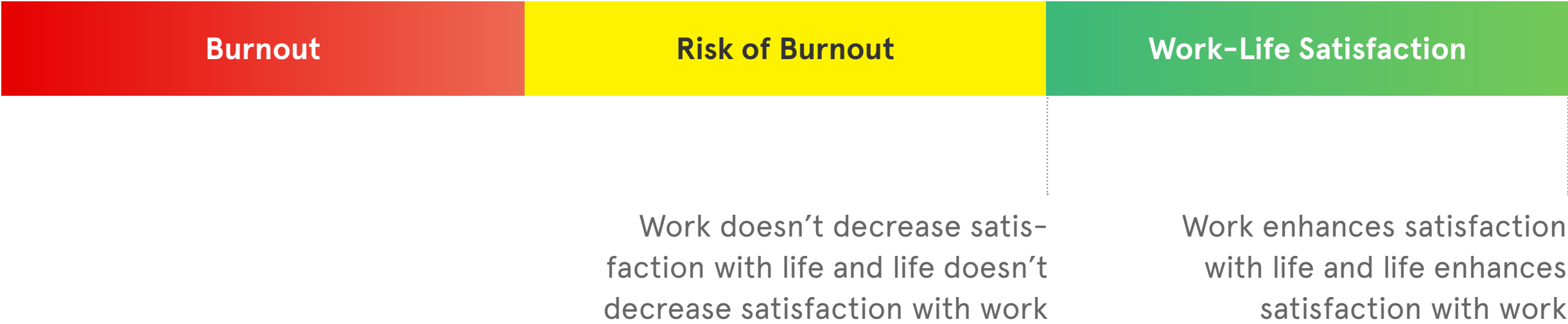
The concept of 'work-life integration' leads us to further blur the lines between work and life, making it difficult to ever disconnect from work

"In our 'always on' culture, we struggle with digital boundaries. More than 50% of U.S. employees feel like they have to check their email after 11 pm to keep up with work. As a result, burnout is on the rise and engagement is decreasing."

Amy Blankson | CEO, Positive Digital Culture



Work-Life Satisfaction is a simple, but powerful antidote



Measure Work-Life Satisfaction with one question

How is your work affecting your satisfaction with life outside of work?



Burnout Prevention & Recovery Toolkit

Prevention & Recovery Strategies

**While generally good,
these activities don't
end burnout**

Exercise

Sunlight

Communication skills

These activities have mixed results



Mindfulness



Relaxation Techniques



Cognitive behavioral therapy

These 3 work consistently



Work Less



Social Support



Mastery Experiences

To work less, save time on these 3

These 3 areas account for several hours of wasted time/day for the average professional

1

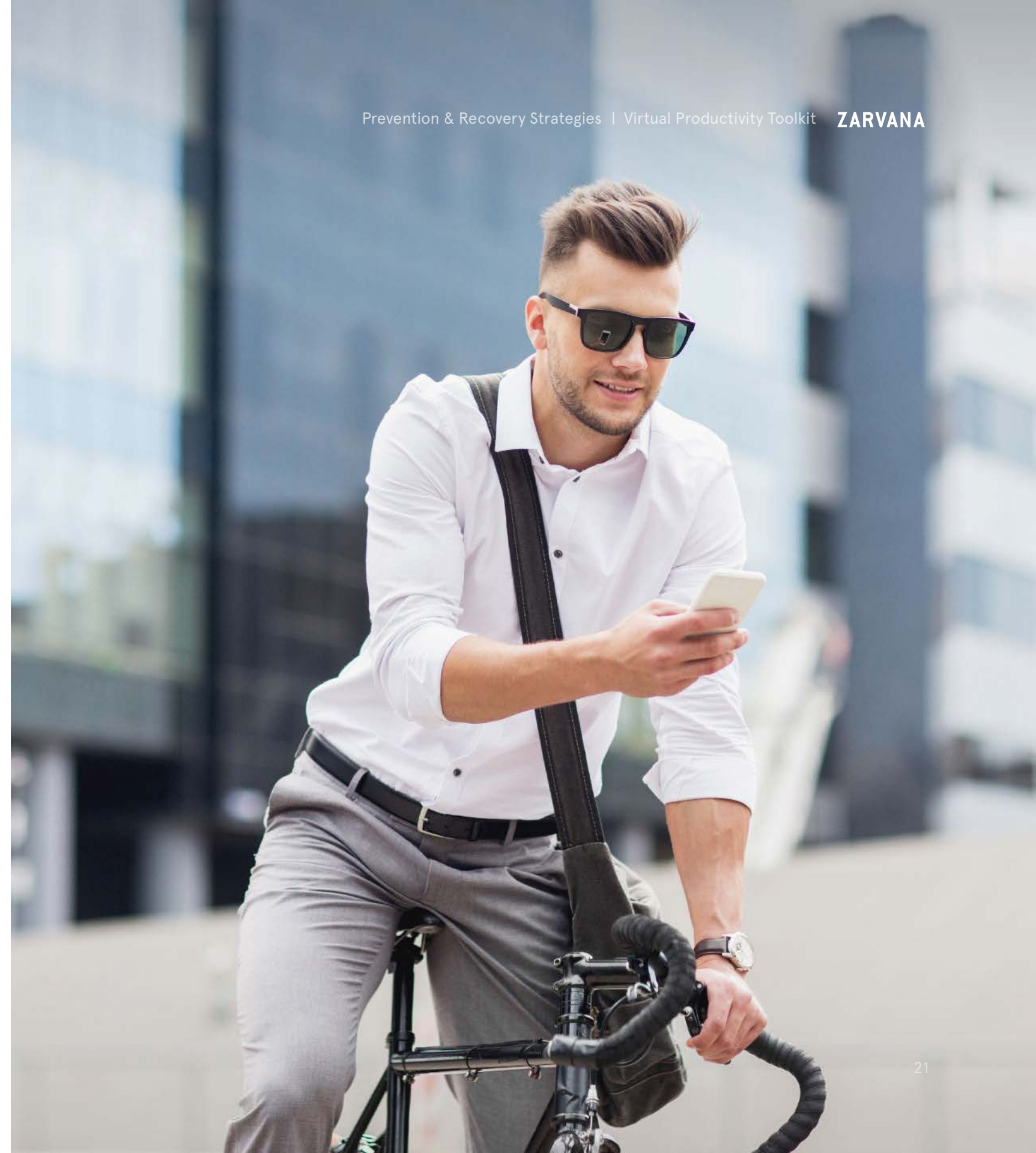
Email

2

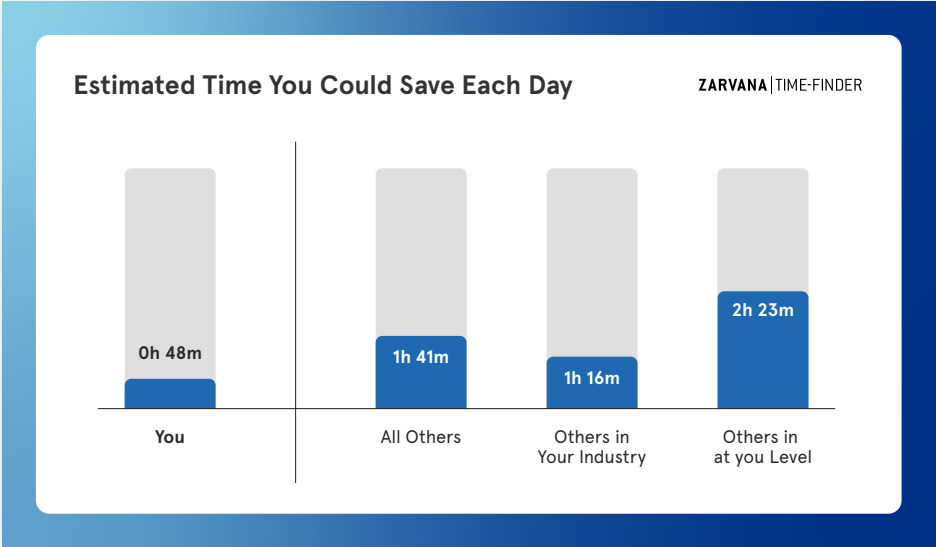
Meetings

3

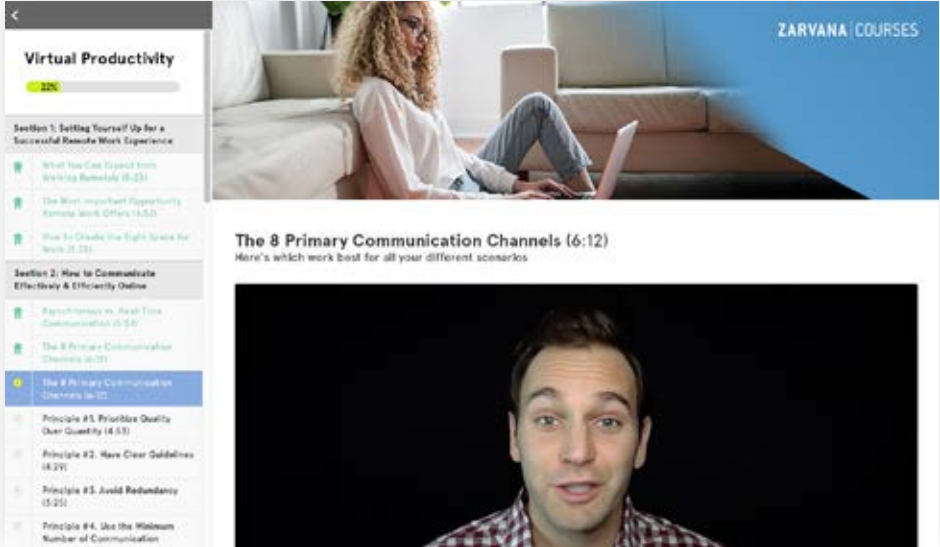
Interruptions



Zarvana can help you save time



Take our online diagnostic to see where you can save time



And then learn best practices through our online courses



Or get more personalized support for you with coaching packages



Or your team with virtual training workshops

These activities enhance social support

1 Form accountability partnerships

2 Make time for agenda-less meetings

3 Participate in groups of <150 people



Combat social isolation on these 5 fronts

Social isolation is not a one-dimensional issue. It is caused by a lack of communication and connection on several fronts.

Five dimensions seem to have the greatest impact on people's experience of isolation.



Mastery experiences enhance your control

Burnout makes you feel like you don't have control over your work or life. When you lose control, you lose motivation.

Mastery experiences are activities unrelated to work that are challenging.

When you successfully complete them, you show yourself that you can shape your environment and you give yourself confidence that you can control what is happening around you.



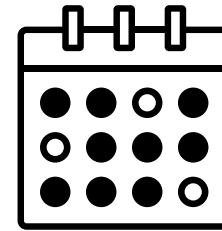
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Work-Life Satisfaction Tools

You achieve work-life satisfaction (WLS) by protecting these 3



Time



Events



Energy

Solving for time: Work-Life Equation

Decide how much time you want to spend each week on the most important categories of your life

$$A + B + C + D + E + F = 168 \text{ hours/week}$$

A = Work B = Family C = Sleep D = Friends E = Personal Time F = Chores

Then track your Work-Life Equation

Download and fill in this free template: bit.ly/Work-Life-Equation 

Solve for events by determining which you want to protect

»When a man does not know what harbor he is making for, no wind is the right wind.«
Seneca



To protect events, set WLS Goals

Attend “life” activity —————> Go to club basketball games every Thursday

Nights —————> Work 2 or fewer times after 7pm per week

Leave work “on time” —————> Leave work by 6pm at least 3 nights/week

Weekends —————> Work 0-1 weekends/month

Amount of travel —————> Sleep in your own bed 20 nights/month

What are your WLS Goals?

Take some time to reflect on what work-life satisfaction goals would be truly meaningful to you.



Write 1-3 personal sustainability goals

Enlist your team to help you achieve WLS goals

Leadership

Leaders must be on board & should model this

Transparency

Team members must share when something isn't working

Coverage

Teams can help members achieve their goals by covering for them



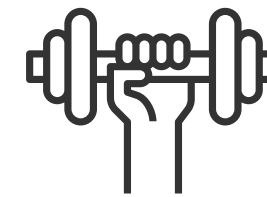
When solving for energy, think about all main energy sources



Mind
Cognitive | Focus



Soul
Emotional | Will

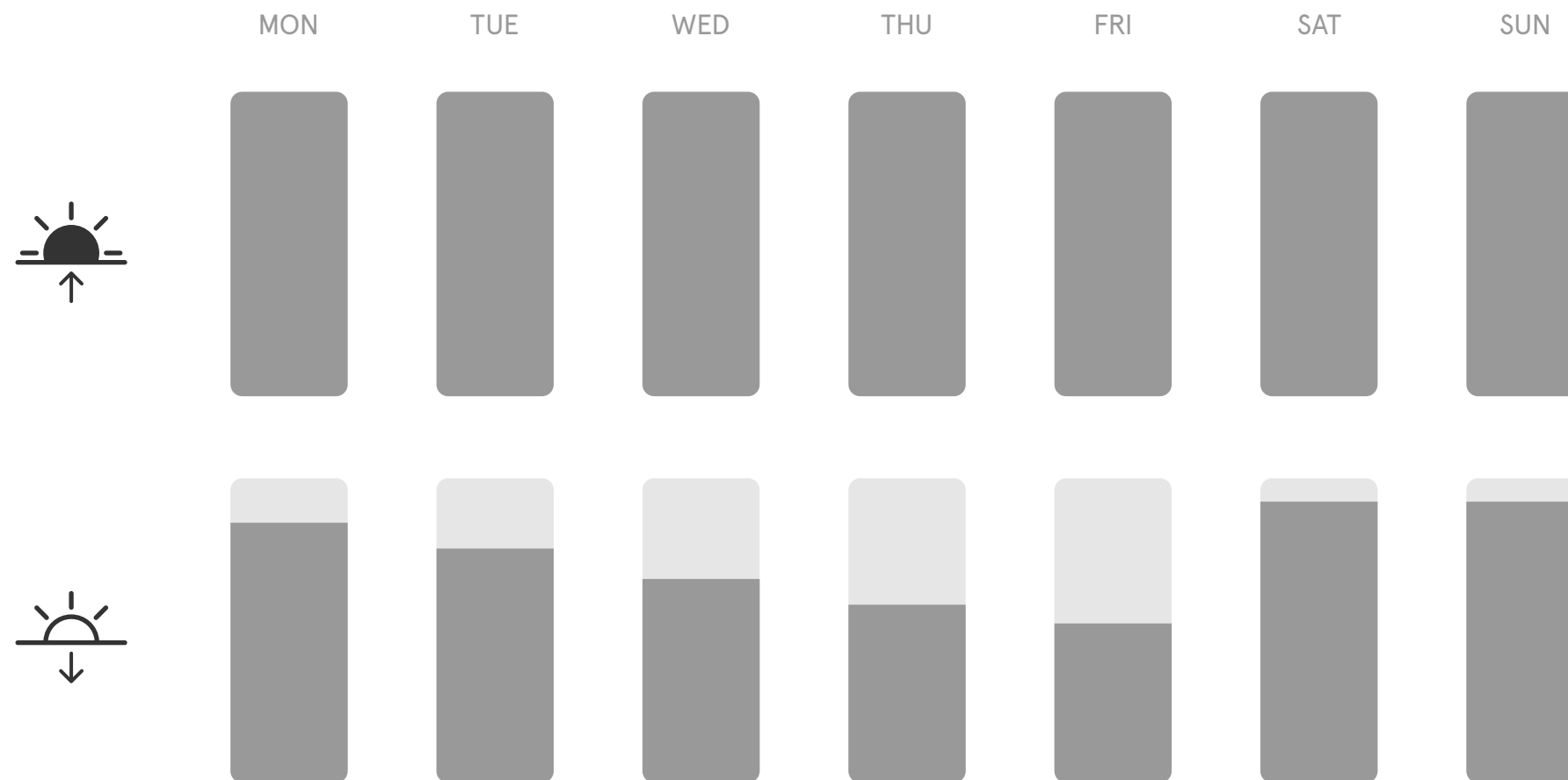


Body
Physical

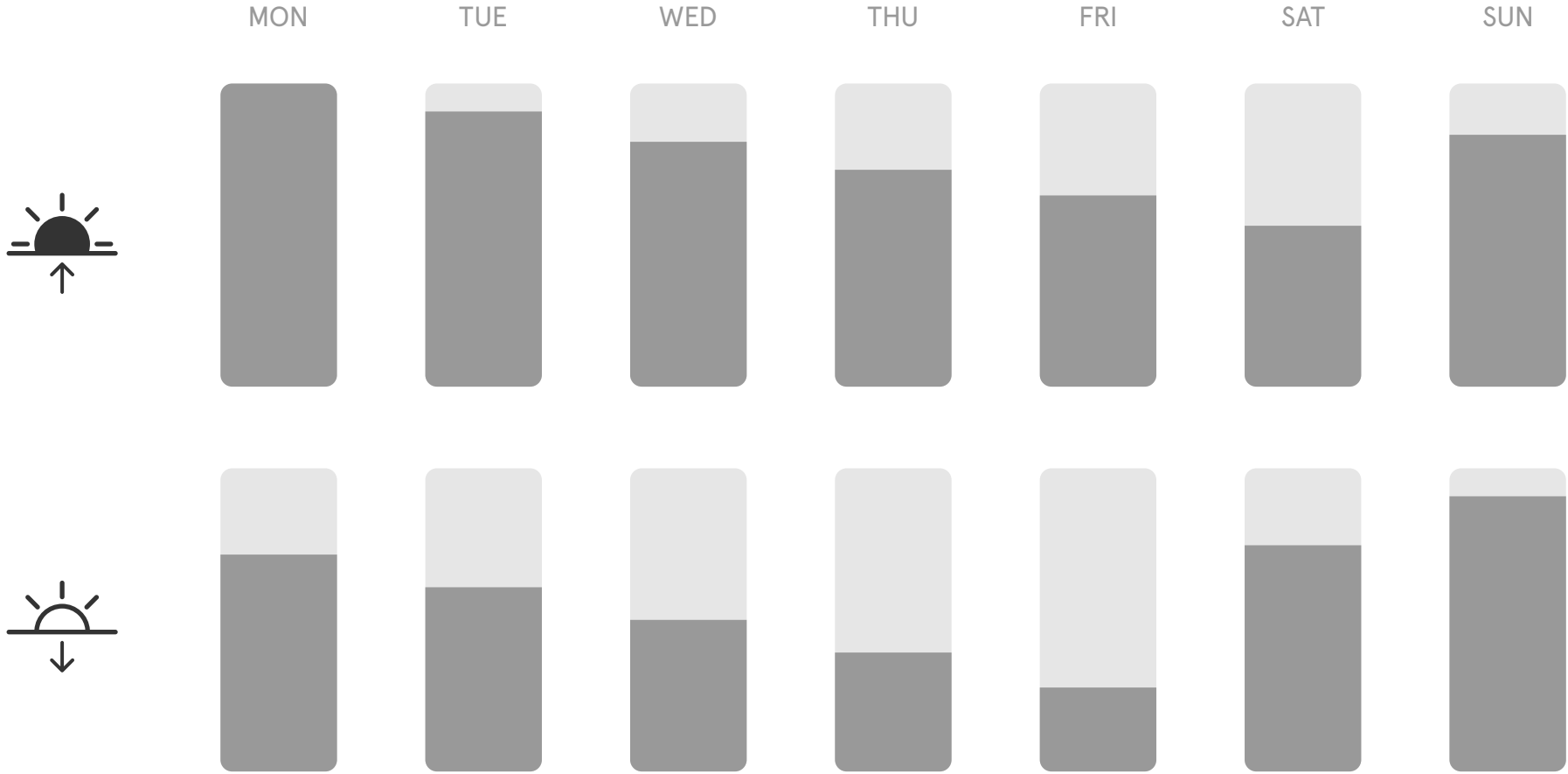
Recovery Cycles: Consider how much energy you have throughout the week

Each grey/white shape below is a fuel tank with all your energy.

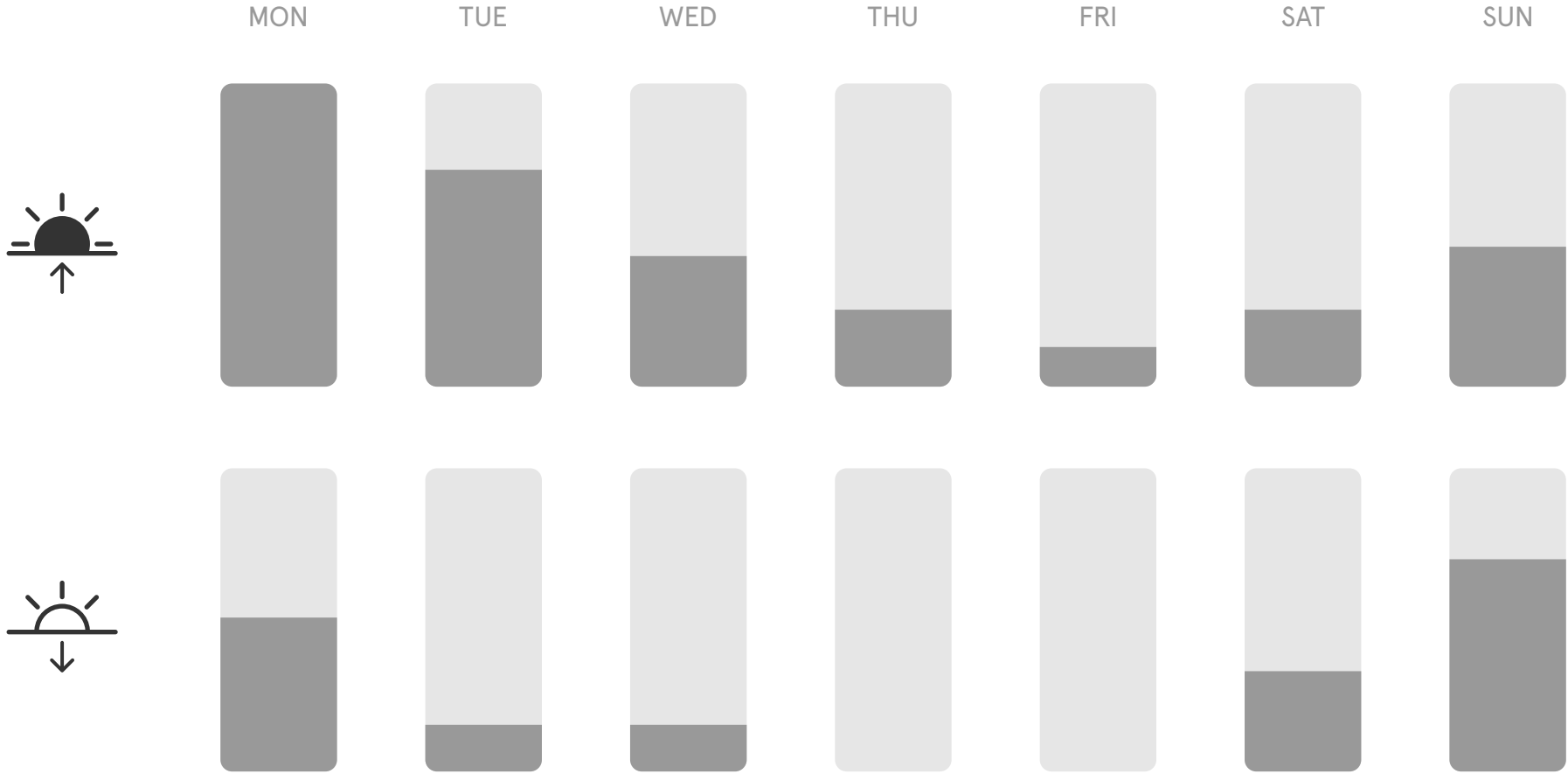
When it's fully grey, you have 100% energy. This chart shows a daily recovery cycle.



Recovery Cycles: Weekly Recovery



Recovery Cycles: Burnt Out



Recovery Cycles: What is your current cycle?

Chart your own recovery cycle with this free template: bit.ly/Recovery-Cycles 

**Intentionally insert
recovery experiences to
alter your recovery cycle**



Relaxation



Psychological detachment



Mastery experiences

✔ Energy → Recovery Cycles



✔ Time → Work-Life Equation

✔ Events → Work-Life Satisfaction Goals

ZARVANA

Burnout Recovery Retreat

An online experience designed
around your work schedule to
bring you refreshment & tools to
make burnout a thing of the past

REQUEST INVITE ►

zarvana.com/burnout-recovery-retreat



»The land of burnout is not a place
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ZARVANA

Get There Faster

Turn these burnout-preventing practices into habits online:
my.zarvana.com/register or email us to learn
about coaching or workshops

Zarvana helps ambitious professionals accomplish their goals faster by teaching them the soft skills they need to stand out.

Individuals: connect@zarvana.com

Companies: productive.companies@zarvana.com