

Tips to Reduce Tension and Prevent Burnout

- 1. Build resistance through regular sleep, exercise and good health.**
- 2. Compartmentalize work and nonwork life.**
- 3. Know the type of stress related to the job and develop a plan to prevent excessive stress.**
- 4. Set realistic goals.**
- 5. Stay mentally alert when away from the job by sharing experiences and attending workshops, classes or conferences.**
- 6. Break up the amount of continuous direct contact with students by team teaching or learning centers.**
- 7. Learn to manage stress through managing time; organize tasks.**
- 8. Build "mini vacations" into the day-break the routine.**
- 9. Know your own limitations-change what you can and accept what you cannot change.**
- 10. Confide in a person you trust.**
- 11. Alleviate boredom by being more creative.**
- 12. Delegate responsibilities when you can.**
- 13. Avoid isolation from other staff.**
- 14. Talk through problems with peers at work.**
- 15. Control urges to compete, focus on cooperation.**
- 16. Exercise regularly.**
- 17. Alternate low and high frustration tasks.**
- 18. Avoid procrastinating on difficult tasks-start with "bite-sized" chunks.**
- 19. Handle anger intelligently and when mentally ready.**
- 20. Put your major effort into what you do well.**
- 21. Avoid worrying about not doing enough.**
- 22. Take time for hobbies and special interests.**
- 23. Take time for self-evaluation and develop and update life goals.**
- 24. Make the most of the present and keep concern for the future reasonably balanced.**
- 25. Learn new knowledge and skills.**
- 26. Help someone else without rescuing**
- 27. Complete unfinished business.**
- 28. When things go wrong avoid punishing yourself.**
- 29. Develop assertiveness skills.**
- 30. Remember you have options.**
- 31. Strive for excellence, not perfection.**
- 32. Ask for help on jobs you dislike.**
- 33. Develop your sense of humor.**
- 34. Avoid relying on chemical aids.**
- 35. Work smarter, not harder.**

To feel better, you need to think better.