

SEE LIGHT AT THE END OF THE TUNNEL; *Cope with Job Burnout*

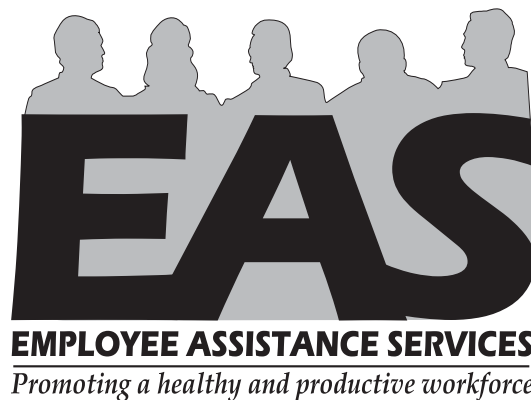
For many workers, it is difficult to be motivated when the work week seems to last a year. Stressed-out, bored and dissatisfied, their lack of productivity reflects their unhappiness. As a result, business and family relationships suffer.

GAIN CONTROL OVER YOUR LIFE

1. **Acknowledge existing conditions and realities.** Define your internal and external stressors. How can you minimize the pressure of deadlines and quotas?
2. **Accept your responsibility to change.** *No* one can make the decision to alter your behaviors for you. First, list your duties. Second, prioritize them. Third, delegate responsibilities when necessary. And finally, set limits on your time. You cannot be all things to all people
3. **Learn to view burnout realistically and from an action perspective.**
4. **Accept those things that you cannot change.**
5. **Take care of yourself.** Get proper rest, exercise regularly and remember to take time out to play.

Coping with job burnout requires your attention. Although you cannot change others' opinions, you can identify and address your own needs, goals and expectations.

For more information on job burnout, contact:



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