

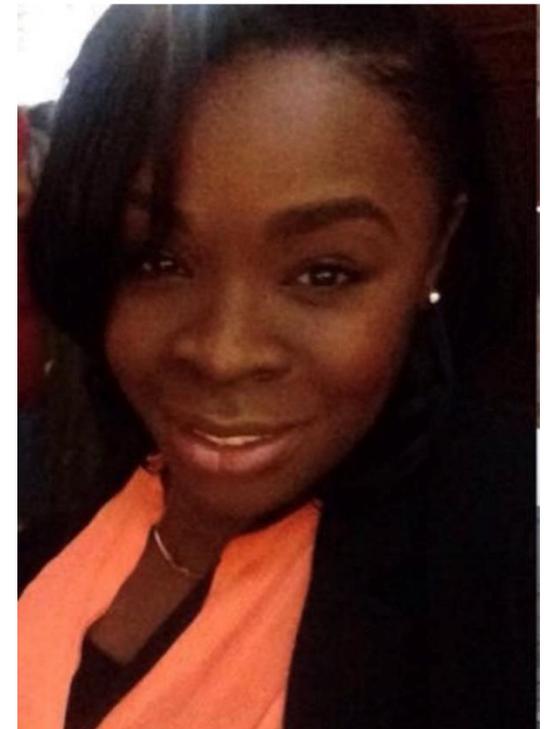
Self-Care

How to Increase Productivity while
Avoiding Burnout

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Biography

Neighborhood Library Supervisor at Brooklyn Public Library. I have spent some of my career within the social services arena, developing programs and meeting constituents' needs. Currently, I assess the delivery of library services, by employing trauma-informed methods, to transitional populations in public library branches and homeless shelters in Brooklyn, N.Y. I received my MLS degree from Long Island University.



Purpose and Outcome

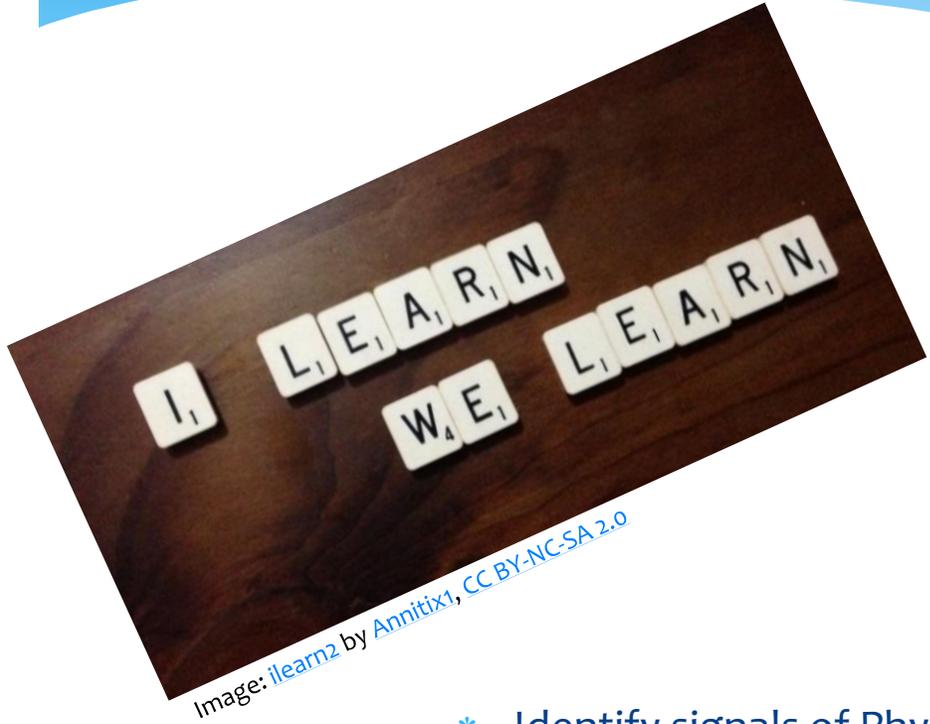


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Purpose

- * With ever increasing demands for library services, heavy workloads, and multiple requests from our public could create an ideal environment for burnout. While some stressors are unavoidable, prolonged exposure to it can cause detachment, pessimism, and a loss of enjoyment in the library profession.

Outcomes

- * Identify signals of Physical, Behavioral and Emotional barriers that leads to burnout
- * Understand methods to mitigate stressors caused by public service demands
- * Learn how to adopt self-care techniques at work.



Self Care is NOT Selfish

Language

- * **Stress** - A human's response to excessive demands (stressors) which affect Physical, Behavioral and Emotional systems.
- * **Burnout** - A state of emotional, mental, and often physical exhaustion brought on by prolonged or repeated stress.
- * **Compassion Fatigue** - Indifference to charitable appeals on behalf of those who are suffering, experienced as a result of the frequency of interactions.
- * **Trauma** - A deeply distressing or disturbing experience that overwhelms an individual's ability to cope.

Language

Self-Care

Any activities or practices that we engage in purposefully on a regular basis to reduce stress with the intention to *improve* or enhance our short or long term wellbeing.

5 Domains of Self-Care

Self-Care Activities

Physical self-care:

Activities that promote physical wellness. E.g.: sleep, physical activity, eating habits

Psychological self-care:

Make time for self-reflection. Activities that focus on increased self-awareness. E.g.: engaging in therapy, writing in a journal or meditation

Emotional self-care:

Spend time with others whose company you enjoy.

Spiritual self-care:

Spend time in nature, or seeking higher enlightenment. Doing activities that help you find purpose.

Workplace or professional self-care:

Activities that focus on professional health and competency. E.g.: Professional Development or, take a break during the workday.

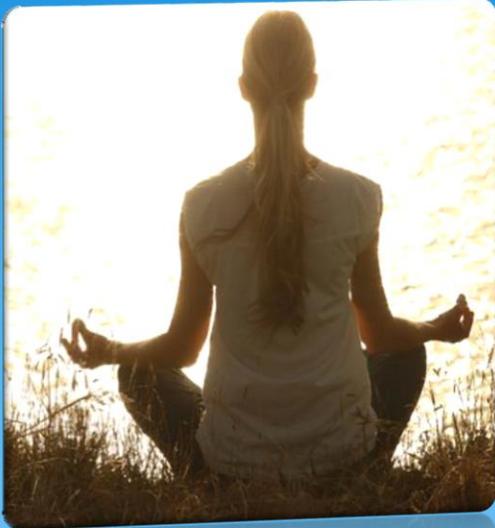
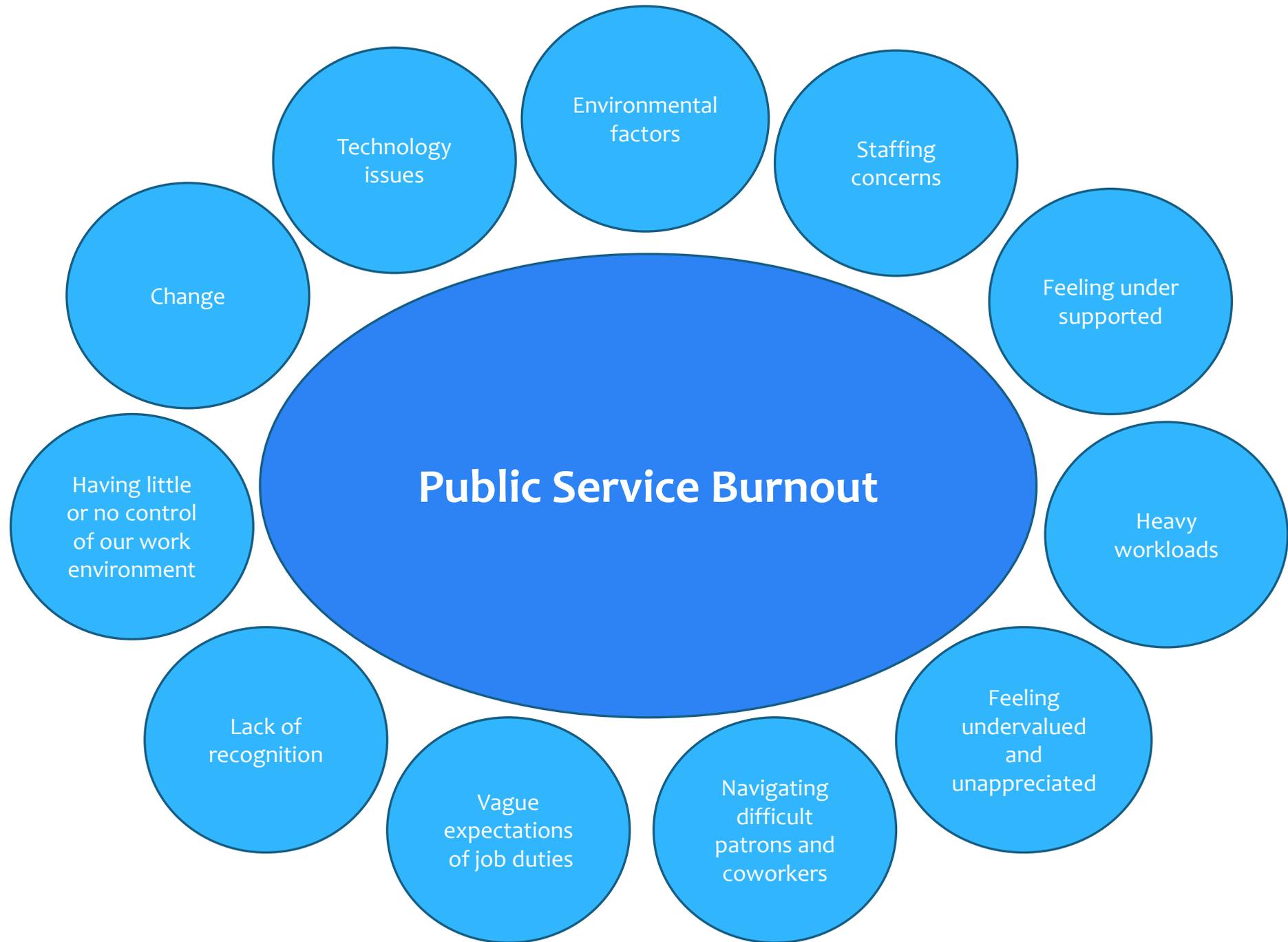


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Benefits of practicing self-care

- Helps us to identify and manage general stress and stressors
 - Avoiding them when you can
 - How to deal with ones that are unavoidable
- Make us more self-aware of our own vulnerabilities such as becoming re-traumatized
- Enhance our productivity
- Increase in positive thinking
- Help you create, achieve and maintain more balanced life



The Mechanics of Stress

Negative vs Positive

- * **Negative (Distress)** - Finances, Divorce, Unemployment, Death of significant person, Traffic, Spousal issues, difficulty at work, etc.

- * Results from too much pressure or trauma
- * Occurs when someone struggles with how to handle or cope with a stressor

- * **Positive (Eustress)** - Having a baby, Starting a new job, Going on vacation, Learning something new, Getting promoted at work.

- * Can help you achieve your goal
- * It only lasts in the short term
- * It energizes and motivates
- * It is perceived as something within our coping ability
- * It feels exciting
- * It increases focus and performance
- * Makes a person feel in control

The Mechanics of Stress

Internal vs External

Internal

- * Self-Doubt
- * Fear
- * Insecurities
- * Illness
- * Anxiety
- * Personality traits
- * Negative self talk

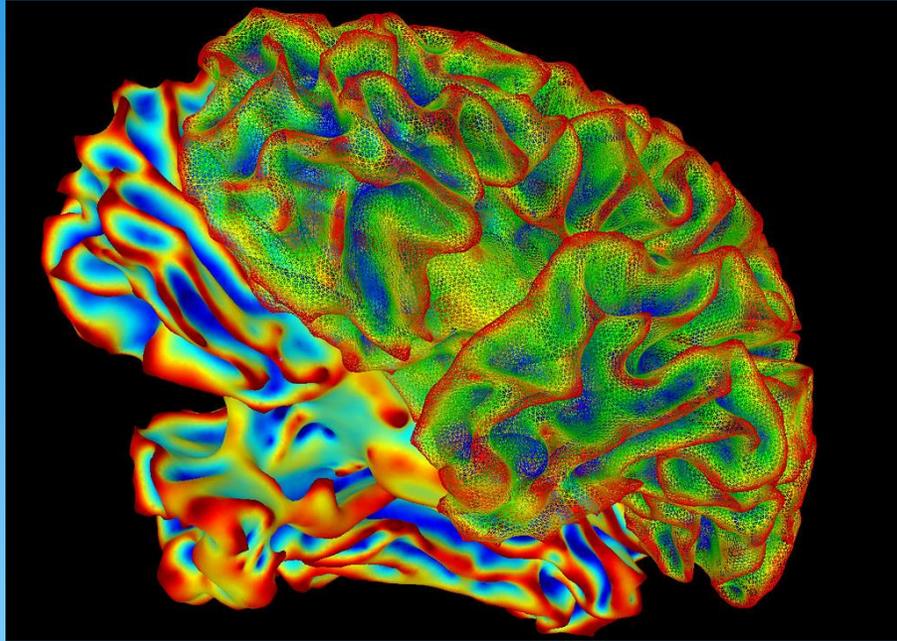
External

- * Work
- * Family
- * Social
- * Finances
- * Sitting in traffic
- * Environmental - pollution, noise, heat, cold,
- * Chemical - alcohol, nicotine, caffeine, narcotics

Technology, Stress and YOU

- * Provide/use extensive training for new technology at work
- * Eliminate checking emails when you are not at work
- * If you are a supervisor, be mindful of when you send out email correspondence
- * Close email windows and only check messages at specific times during the day
- * Don't sleep with your phone next to you
- * Have a specific time to unplug at night
- * Read a physical book instead of an eBook or tablet

Stress and the Brain



Amygdala is our natural built in alarm system meant to keep us safe. It's responsible for detecting a threat and preparing for emergency events.

Cortisol, the “Stress Hormone” increases glucose in the bloodstream which gives us the boost and energy for “fight or flight.” It also increase our heart rate, blood pressure, and muscle tension. Long periods of exposure to increased cortisol can increase the risk of diabetes and coronary heart disease. It also can also cause weight gain and is linked to anxiety and depression.

People under stress for long periods of time can develop **weakening of the frontal cortex** which is critical for executive functioning

"SumaLateral Whole Brain Image" by National Institutes of Health (NIH) is marked with [CC BY 1.0](https://creativecommons.org/licenses/by/1.0/)

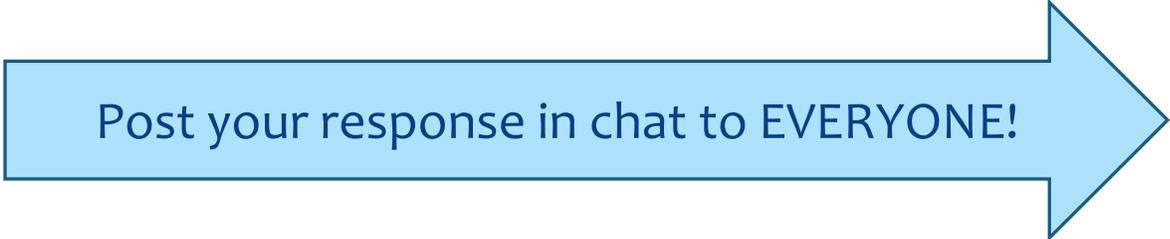
How to Identify Stressors

- * Think about what might be triggering this feeling.
- * Pay attention to what's happening (or not happening) in your life right now that may cause you to feel this way.
- * Deconstruct and analyze your day, week, month.
- * Trust yourself - Only you know what you are feeling, you are your own best advocate.

Let's chat about it

What do you feel when you get stressed?

Post your response in chat to EVERYONE!



The three major areas that signals of distress show up

Physical, Behavioral and Emotional

Physical:

- * Muscle tension, head, back and neck pain
- * Constant fatigue
- * High blood pressure
- * Upset stomach
- * Teeth grinding
- * Shortness of breath
- * Diarrhea or Constipation

Behavioral:

- * Insomnia or you're sleeping too much
- * Appetite changes
- * Forgetfulness
- * Unexplained crying
- * Restlessness
- * Negative self talk
- * Isolating self from others
- * Procrastinating or neglecting responsibilities

Emotional:

- * Depression
- * Irritable or moody
- * Feeling of hopelessness
- * General unhappiness or depression
- * Anxiety or nervousness
- * Impatience
- * Feeling lonely and isolated
- * Excessive drinking, smoking or drug use

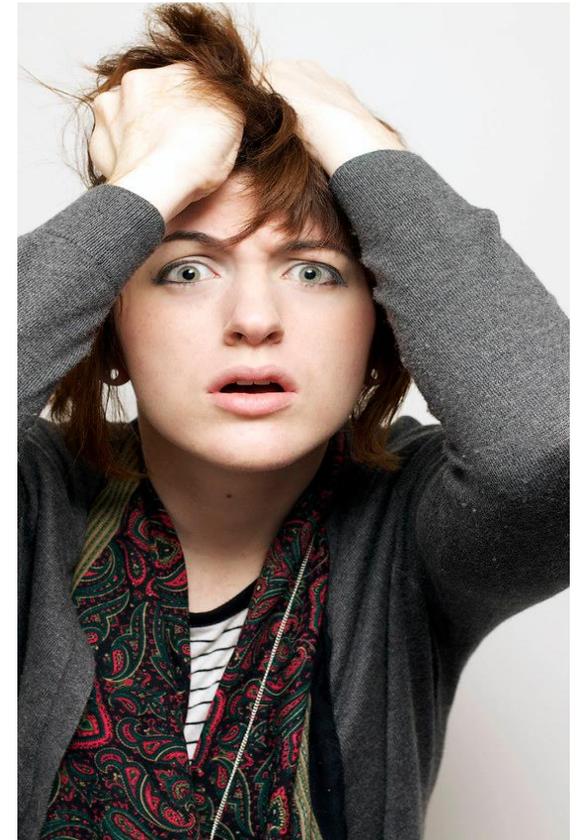


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How to practice Self-Care

Lockbox Meditation

- * Close your eyes and visualize an internal distraction.
- * Once that distraction is identified and visualized, sit still with your eyes closed and imagine locking up that distraction in a box.
- * If it helps, physically act out locking up the distraction.

Muscle Meditation

- * Lay flat on the floor and close your eyes.
- * Starting with your toes, work your way up your body, wiggling/tensing each body part for 15 seconds. Wiggle your toes, then ankles all the way to your forehead.
- * Try to keep the rest of your body “asleep” while moving through each part.
- * Repeat the exercise again, spending 30 second instead of 15 seconds on each part of the body.

4-7-8 Breath



Image: [Breathe](#) by [Alex Cantos](#), CC BY-ND 2.0

1. Exhale completely
2. Inhale 4 seconds through your nose
3. Hold your breath for 7 seconds
4. Exhale completely for 8 seconds
5. Repeat

Other Ways to Practice Self-Care

- * Exercise
- * Work on a hobby that you enjoy
- * Plan ahead
- * Laugh
- * Eat a balanced diet
- * Create a gratitude book
- * Journaling
- * Spend quality time with people you believe are important
- * Do something new and/or different
- * Listen to music
- * Read a new book
- * Art Therapy
- * Change your expectations
- * Schedule time for self-care and make it a priority

How to retain optimal levels of efficiency and effectiveness at work

- * Take a break during the day!!!!
- * Check in with yourself at the beginning and the end of your day
 - * How are you feeling?
 - * Did you accomplish your goals?
 - * What worked vs what didn't?
- * Have a clear understanding of your roles & responsibilities as an employee
- * Schedule quiet time to complete tasks
- * Manage your health
- * Identify projects that are exciting and rewarding
- * Balance your workload
 - * Rotate duties from high stress to low stress task
- * Develop time management skills
 - * Create a task list
 - * Prioritize
 - * Use a calendar
 - * Know your deadlines
- * Align yourself with the positive people
 - * Build a support system of colleagues with similar goals
- * Organize your workspace
 - * Take time to arrange your workspace so its comfortable and comforting

How to Mitigate Stressors caused by public service demands

- * Set an Intention for your day
- * Set clear personal and professional boundaries and stick to them
- * Build a support system at work
- * Know when to de-escalate situations within yourself
- * Self-Reflect – Change your perspective if needed
 - * Have a positive mindset and remember that everyday is a new day
- * Act rather than react to situations
 - * You're in control of your actions, not others
 - * Identify the aspect of the situation that you can control
- * Pause
 - * Take a moment and breathe
- * Develop your customer service skills
- * Know when to ask for help
- * Learn to delegate when needed
- * Treat yourself and give yourself permission to do something that you enjoy
- * Learn to respectfully say NO!!
- * Create your own self-care plan

Supporting Others Within Your Scope

General Practice

- * Check in often (schedule time)
- * Create an environment that is positive and safe for communication
- * Allow colleague to feel
- * Encourage social time (virtual or socially distanced)

Supporting Others Within Your Scope

For Supervisors

- * Model healthy behavior
- * Adjust staff procedures and schedules (if possible)
- * Offer support from organization (CCA, Union-Personal Service Unit)
- * Monitor and review staff well-being
- * Act and face change authentically
- * Be informed of institutional practices
- * Be as open and transparent as possible
- * Have a genuine concern for staff
- * Give consistent and clear information
- * Identify things at work that cause stress and work with staff member to create a solution and plan

How to express ways that you want or need support from others

- * Be as open, honest and transparent as possible
- * Be very clear about needs
- * Don't be ashamed
- * Step outside of your comfort zone
- * Educate yourself of available resources
- * Align yourself with positive and helpful people
- * Speak with supervisor or union rep if possible
- * **ASK FOR THE SUPPORT!!!**

Self-Care 4 Step Plan

One Size Doesn't fit all

- * Write your plan out!
- * Evaluate your Coping Skills
 - * Examine your current habits
- * Identify your self care needs
 - * Examine what you need in your everyday
 - * Examine what you need in the event of a crisis
- * Identify Barriers and Areas of Improvement
 - * Reflect, Examine and Replace

Self-Care Assessment

1- Never 2- Rarely 3- Occasionally 4- Frequently

Physical Self-Care

- | | |
|---|---|
| <input type="checkbox"/> Eat regularly (breakfast, lunch, and dinner) | <input type="checkbox"/> Exercise |
| <input type="checkbox"/> Get regular medical care for prevention | <input type="checkbox"/> Eat healthily |
| <input type="checkbox"/> Get medical care when needed | <input type="checkbox"/> Get massages |
| <input type="checkbox"/> Take time off when sick | <input type="checkbox"/> Take vacations |
| <input type="checkbox"/> Wear clothes I like | <input type="checkbox"/> Get enough sleep |
| <input type="checkbox"/> Do some fun physical activity | |

Emotional Self-Care

- | | |
|---|---|
| <input type="checkbox"/> Spend time with people whose company I enjoy | <input type="checkbox"/> Love myself |
| <input type="checkbox"/> Stay in contact with important people in my life | <input type="checkbox"/> Allow myself to cry |
| <input type="checkbox"/> Re-read favorite books, re-view favorite movies | <input type="checkbox"/> Give myself affirmation/praise |
| <input type="checkbox"/> Identify and seek out comforting activities/places | <input type="checkbox"/> Find things that make me laugh |
| <input type="checkbox"/> Express my outrage in social action or discussion | |

Psychological Self-Care

- | | |
|---|---|
| <input type="checkbox"/> Have my own personal psychotherapy | <input type="checkbox"/> Make time for self-reflection |
| <input type="checkbox"/> Make time away from technology/internet | <input type="checkbox"/> Write in a journal |
| <input type="checkbox"/> Notice my thoughts, beliefs, attitudes, feelings | <input type="checkbox"/> Say no to extra responsibilities |
| <input type="checkbox"/> Engage my intelligence in a new way or area | <input type="checkbox"/> Be okay leaving work at work |
| <input type="checkbox"/> Do something at which I am not expert | |

Workplace or Professional Self-Care

- | | |
|--|--|
| <input type="checkbox"/> Take time to chat with coworkers | <input type="checkbox"/> Make quiet time to work |
| <input type="checkbox"/> Identify projects/tasks that are exciting | <input type="checkbox"/> Take a break during the day |
| <input type="checkbox"/> Balance my load so that nothing is "way too much" | <input type="checkbox"/> Set limits with my boss/peers |
| <input type="checkbox"/> Arrange work space to be comfortable | <input type="checkbox"/> Have a peer support group |
| <input type="checkbox"/> Get regular supervision or consultation | <input type="checkbox"/> Identify rewarding tasks |
| <input type="checkbox"/> Negotiate/advocate for my needs | |

Spiritual Self-Care

- | | |
|--|--|
| <input type="checkbox"/> Make time for reflection | <input type="checkbox"/> Spend time in nature |
| <input type="checkbox"/> Be open to inspiration | <input type="checkbox"/> Be aware of non-material aspects of life |
| <input type="checkbox"/> Cherish my optimism and hope | <input type="checkbox"/> Try at times not to be in charge or the expert |
| <input type="checkbox"/> Be open to knowing | <input type="checkbox"/> Identify what is meaningful to me |
| <input type="checkbox"/> Meditate | <input type="checkbox"/> Seek out reenergizing or nourishing experiences |
| <input type="checkbox"/> Contribute to causes in which I believe | <input type="checkbox"/> Have experiences of awe |
| <input type="checkbox"/> Read or listen to something inspirational | |

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Self-Care Assessment

Self-Care Plan

Write it down!!



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Self-Care Action Plan

I'll make time to take care of myself by taking these actions.....

Once a day, Once a week, Once a month or Whenever I need it

Physical-	Psychological-
Emotional-	Spiritual-
Workplace/Professional-	

Overall Balance-How am I feeling right now? _____

What are some obstacles that may hinder me from implementing my plan? (In any area) _____

What negative strategies do I need to avoid implementing my plan? _____

What can I do to hold myself accountable for implementing my plan? _____

When do I need to implement my plan? _____

Who can I count on to help me implement my plan? _____

When implementing my plan I will feel? _____

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5 Senses in 5 Mindful Minutes

THE TRUTH ABOUT SELF-CARE

“...Place the oxygen mask on yourself first before helping small children or others who may need your assistance.”





Questions?



Contact Me

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