What Every Nonprofit Needs to Know, Think, and Do to Prevent Stress and Personal Burnout

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Agenda

- **What we need to Know**
  - Definitions of Stress and Burnout
  - Sources of Stress and Burnout
  - Coping Resources

- **What we need to Think**

- **What we need to Do**
  - Recommendations
  - Develop your plan
What is Job Stress?

“Job stress can be defined as the harmful physical and emotional responses that occur when the requirements of the job do not match the capabilities, resources, or needs of the worker. Job stress can lead to poor health and even injury.”

Centers for Disease Control and Prevention, NIOSH, “Stress At Work”
Stress – Discussion

- Stress is a fact of life.
- What are examples of good stress?

- What are examples of unhealthy stress?
Sources of Stress

1. Our environment
2. Social stressors
3. Physiological changes
4. Our thoughts

Source: The Relaxation & Stress Reduction Workbook by Davis, Eshelman and McKay
Maintaining Control

Group Discussion

What can you control?
What is Burnout?

“A state of overwhelm, emotional listlessness and depression due to prolonged levels of high stress, usually related to excessive workplace or lifestyle demands.”

Source: about.com
What May Cause Burnout?

- Excessive job stress and work overload
- Expectations that seem impossible to meet
- Hostile work environment
- Inability to handle the stress
- Ineffective response to work stressors
Signs You’re Burning Out

1. Exhaustion
2. Lack of Motivation
3. Frustration, Cynicism and Other Negative Emotions
4. Cognitive Problems
5. Slipping Job Performance
6. Interpersonal Problems at Home and at Work
7. Not taking care of yourself
8. Being Preoccupied With Work …When You’re Not at Work
9. Generally Decreased Satisfaction
10. Health Problems

“10 Signs You’re Burning Out – And What To Do About It” by Lisa M. Gerry, Forbes, April 1, 2013
Coping Resources

- Time Management
- Communication
- What we think – Leadership
- Self Care and Connectedness
Time Management: Know the Why

- Gain clarity around what you want and why you want it.
  - Know where you spend your time
  - Spend more time with family
  - Build relationships
  - Be a star
  - Get reports in on time
  - Manage up
“Eighty percent of our activities produce 20 percent of the results, while only 20 percent of our activities produce 80 percent of the results.”
Time Management Action Plan

- I will start:

- I will stop:

- I will continue:
Communication

- Understanding self and others
- Recognizing Intent vs. Impact
- Learning to handle difficult conversations
- Listening
- Resolving Conflict
Communication Action Plan

- I will start:
- I will stop:
- I will continue:
What We Need to Think – Leadership

The Five Practices of Exemplary Leadership

Model the Way
Inspire a Shared Vision
Challenge the Process
Enable Others to Act
Encourage the Heart

From *The Leadership Challenge* by Kouzes and Posner
Leadership Action Plan

- I will start:
- I will stop:
- I will continue:
Self-care and Connectedness

- Meditation and Quiet Time
- Exercise
- Eat Right
- Read a Book
- Listen to Music
- Be with family
- Enjoy friends
- Have fun!
Self-Care Action Plan

- I will start:

- I will stop:

- I will continue:
What Must Change?

“Besides the noble art of getting things done, there is the noble art of leaving things undone. The wisdom of life consists of eliminating the non-essentials.”

Chinese Proverb
Steps to Take – recommendations

- Have clarity on your personal and professional goals
- Take time for self
- Make leadership a priority
- Manage your time
- Improve communication
- Journal
- Relax
- Meditate
- Exercise
- Eat Right
- Acknowledge what you can control
Overall Action Plan

- I will start:

- I will stop:

- I will continue:

- I will journal:
Find Out More About Us

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