

Trade Burning Out for Bossing Up: 3 Ways to Rebound at the Office

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I'm going to show you how you can **recognize burnout** and **regroup to enhance your effectiveness** at work. You'll leave today's session with actionable steps that you can take to **streamline** your to-do list, **invest** in self-care and **gain momentum** with your professional goals.

Embrace this as a 'no distractions' zone



Reason 01

You're feeling rundown and
overwhelmed by #allthethings.

Reason 02

You're ready to up level your impact, influence and income by being more effective at the office.

Reason 03

You want to make progress on your most critical goals so you can finish 2019 strong and hit the ground running in 2020.

#1: You're feeling rundown and overwhelmed by #allthethings.

#2: You're ready to up level your impact, influence and income by being more effective at the office.

#3: You want to make progress on your most critical goals so you can finish 2019 strong and hit the ground running in 2020.

Who am I?





- ✓ A credentialed career coach
- ✓ An experienced engineer, educator, entrepreneur
- ✓ A Gallup certified Clifton Strengths facilitator
- ✓ A recovering perfectionist
- ✓ A squishy techie

Imagine waking up on a Monday morning, well-rested and energized for the day ahead – inspired by your work and optimistic about your opportunities to grow. What if you could reach your goals and feel challenged, engaged and fulfilled instead of bored, burned out or stuck in the process?

Define what's ideal



What does 'bossing up' mean to you?

- Organization
- Efficiency
- Ownership
- Autonomy
- Excellence
- Influence
- Impact
- ?

Know the signs of pending burnout

- Physical, mental and emotional exhaustion
 - Trouble sleeping or eating
 - Impaired attention
- Increased cynicism
 - Pessimistic attitude
 - Isolation
- Ineffective performance
 - Lack of productivity
 - Apathy



Tip #1: **Assess your stressors**

- Coaching question: What energizes and depletes you?
- Action: Identify the environments, relationships, situations and conditions that help or hinder you. Strategize about approaches to manage negative scenarios.
- Takeaway: **Stress can be good (motivating) or bad (debilitating).**

Tip #2: Check your engagement

- Coaching question: What is your sweet spot?
- Action: Explore your talents and prioritize what enables you to add value, fuel fun and share expertise. Many tools can give you insight: Clifton Strengths and VIA Inventory
- Takeaway: Engagement is key for fulfillment, achievement and impact at work.

Tip #3: Protect your boundaries

- Coaching question: What (and who) do you need to say 'no' to?
- Action: Be relentless when it comes to guarding your time and ask for help when you need it. Consider how limiting beliefs may work against you.
- Takeaway: Say 'yes' to yourself by investing in your well-being consistently – nourishment, movement, sleep, relaxation and connection.

BONUS

Tip #4: Revisit your goals

- Coaching question: What are your 3 most critical professional goals and what progress have you made to date?
- Action: Make objectives SMART – Specific, Measurable, Action-Oriented, Realistic, Time-bound
- Takeaway: **Keep your goals top-of-mind for near-term motivation and long-term vision.**

Case study

A high-performing employee is struggling to manage a complex, broadly scoped international project involving the large scale production of mechanical components over the course of a year. She routinely goes without sleep, and consistently works day and night.

She starts to withdraw from colleagues and family. She likewise begins to neglect her responsibilities at home, and she is increasingly hopeless about her situation at work. She is beyond tired and unsure about her ability to continue in her role.

What would you do?

4 ways to rebound at the office

1. **Assess** your stressors
2. **Check** your engagement
3. **Protect** your boundaries
4. **Revisit** your goals



Next step? Get your free gift!

www.latondramurray.com/2019stemwomensummit



Questions?

Let's connect

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Thank
You