

## Appendix

### Oldenburg Burnout Inventory

Instruction: Below you find a series of statements with which you may agree or disagree. Using the scale, please indicate the degree of your agreement by selecting the number that corresponds with each statement

	Strongly agree	Agree	Disagree	Strongly disagree
1. I always find new and interesting aspects in my work.	1	2	3	4
2. There are days when I feel tired before I arrive at work.	1	2	3	4
3. It happens more and more often that I talk about my work in a negative way.	1	2	3	4
4. After work, I tend to need more time than in the past in order to relax and feel better.	1	2	3	4
5. I can tolerate the pressure of my work very well.	1	2	3	4
6. Lately, I tend to think less at work and do my job almost mechanically.	1	2	3	4
7. I find my work to be a positive challenge.	1	2	3	4
8. During my work, I often feel emotionally drained.	1	2	3	4
9. Over time, one can become disconnected from this type of work.	1	2	3	4
10. After working, I have enough energy for my leisure activities.	1	2	3	4
11. Sometimes I feel sickened by my work tasks.	1	2	3	4
12. After my work, I usually feel worn out and weary.	1	2	3	4
13. This is the only type of work that I can imagine myself doing.	1	2	3	4
14. Usually, I can manage the amount of my work well.	1	2	3	4
15. I feel more and more engaged in my work.	1	2	3	4
16. When I work, I usually feel energized.	1	2	3	4

*Note.* Disengagement items are 1, 3(R), 6(R), 7, 9(R), 11(R), 13, 15. Exhaustion items are 2(R), 4(R), 5, 8(R), 10, 12(R), 14, 16. (R) means reversed item when the scores should be such that higher scores indicate more burnout.

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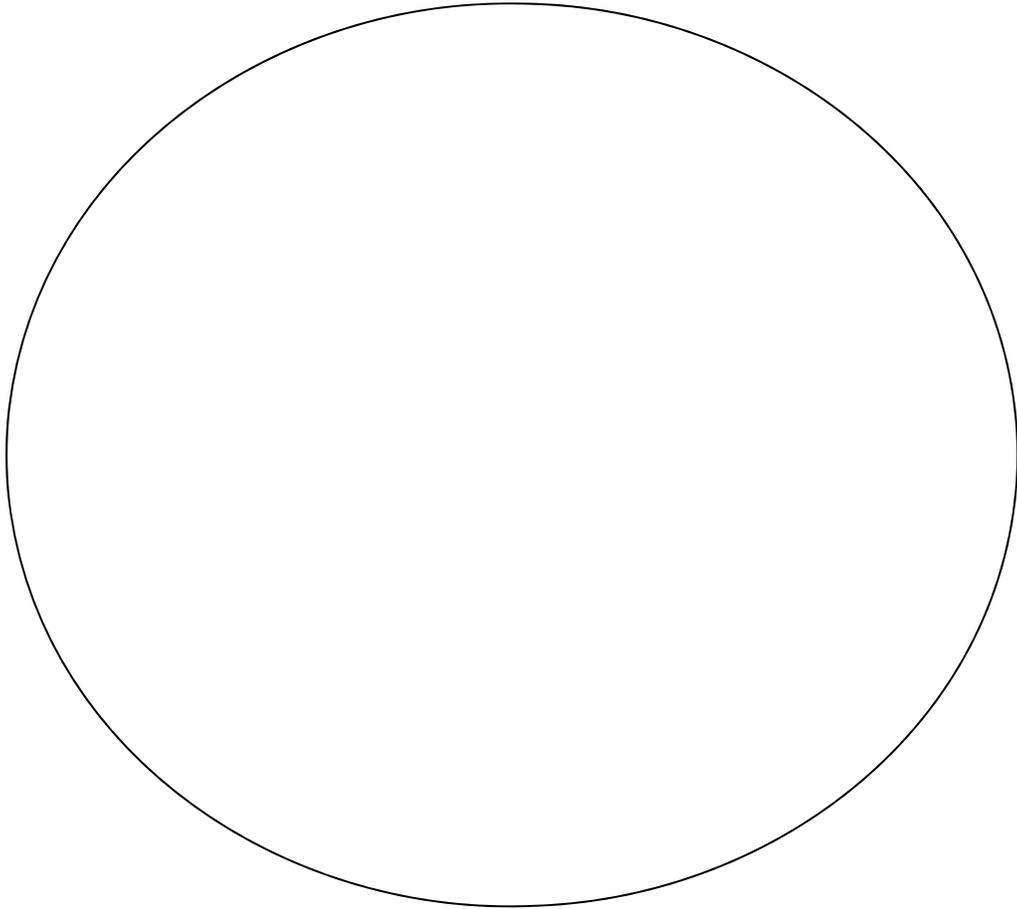
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WHAT'S ON YOUR PLATE?



## SA-2. How Vulnerable Are You To Stress?<sup>13</sup>

Instructions: Rate each item from 1 (always) to 5 (never), according to how much of the time the statement is true of you. Be sure to mark each item, even if it does not apply to you - for example, if you don't smoke, circle 1 next to item six.

	Always		Sometimes		Never
1. I eat at least one hot, balanced meal a day.	1	2	3	4	5
2. I get 7-8 hours of sleep at least four nights a week.	1	2	3	4	5
3. I give and receive affection regularly.	1	2	3	4	5
4. I have at least one relative within 50 miles, on whom I can rely.	1	2	3	4	5
5. I exercise to the point of perspiration at least twice a week.	1	2	3	4	5
6. I limit myself to less than half a pack of cigarettes a day.	1	2	3	4	5
7. I take fewer than five alcohol drinks a week.	1	2	3	4	5
8. I am the appropriate weight for my height.	1	2	3	4	5
9. I have an income adequate to meet basic expenses.	1	2	3	4	5
10. I get strength from my religious beliefs.	1	2	3	4	5
11. I regularly attend club or social activities.	1	2	3	4	5
12. I have a network of friends and acquaintances.	1	2	3	4	5
13. I have one or more friends to confide in about personal matters.	1	2	3	4	5
14. I am in good health (including eye-sight, hearing, and teeth).	1	2	3	4	5
15. I am able to speak openly about my feelings when angry or worried.	1	2	3	4	5
16. I have regular conversations with the people I live with about domestic problems - for example, chores and money.	1	2	3	4	5
17. I do something for fun at least once a week.	1	2	3	4	5
18. I am able to organize my time effectively.	1	2	3	4	5
19. I drink fewer than three cups of coffee (or other caffeine-rich drinks) a day.	1	2	3	4	5
20. I take some quiet time for myself during the day.	1	2	3	4	5

<sup>13</sup> University of California, Berkeley Wellness Letter, August 1985. Scale Developers: Lyle Miller and Alma Dell Smith of Boston University Medical Center.

<p><b>Scoring Instructions:</b></p> <p>To calculate your score, add up the figures and subtract 20.</p> <p><b>Total score</b> _____ - 20 = _____</p>	<p><b>When creating your Self Care Plan</b></p> <ul style="list-style-type: none"> <li>◆ Notice that nearly all the items describe situations and behaviors over which you have a great deal of control.</li> <li>◆ Review the items on which you scored three or higher.</li> <li>◆ Consider those items for your self-care plan.</li> <li>◆ Concentrate first on those that are easiest to change - for example, eating a hot, balanced meal daily and having fun at least once a week - before tackling those that seem more difficult.</li> <li>◆ If useful, fine tune your results using the table below.<sup>14</sup></li> <li>◆ Remember to celebrate your accomplishments along the way!</li> </ul>
<p><b>Score Interpretation:</b></p> <ul style="list-style-type: none"> <li>✓ A score <b>below 10</b> indicates <b>excellent resistance</b> to stress.</li> <li>✓ A score <b>over 30</b> indicates <b>some vulnerability</b> to stress;</li> <li>✓ A score <b>over 50</b> indicates <b>serious vulnerability</b> to stress.</li> </ul> <p>If your score falls between defined ranges, use the defined range closest to your score when you enter it on your Score Pattern Analysis worksheet.</p>	

To fine tune awareness of your areas of strength and vulnerability, average the scores for items as indicated below. You may choose to focus your self-care goals on areas in which average scores equal 3 or higher.

Category	Items	Average Score
Rest and Exercise	2	
	5	
	20	
Finances and Time Management	9	
	18	
Leisure & Lifestyle	10	
	11	
	17	
Social Support & Communication	3	
	4	
	12	
	13	
	15	
Nutrition	1	
	7	
	19	
Health & Fitness	6	
	8	
	14	

<sup>14</sup> This activity was created by Figley Institute for self-care planning purposes.

**SELF CARE INVENTORY** (Reprinted with permission)

Mark "X" for what you already do. Mark "O" for what you wish you did more often.

<p><b><i>Physical Self-Care</i></b></p> <p><input type="checkbox"/> Eat Regularly (e.g. breakfast, lunch, and dinner)</p> <p><input type="checkbox"/> Eat healthily</p> <p><input type="checkbox"/> Exercise</p> <p><input type="checkbox"/> Get regular medical care for prevention</p> <p><input type="checkbox"/> Get medical care when needed</p> <p><input type="checkbox"/> Take time off when sick</p> <p><input type="checkbox"/> Get massages</p> <p><input type="checkbox"/> Dance, swim, walk, run, play sports, sing, or do some other physical activity that is fun</p> <p><input type="checkbox"/> Take time to be sexual – with yourself, with a partner</p> <p><input type="checkbox"/> Get enough sleep</p> <p><input type="checkbox"/> Wear clothes you like</p> <p><input type="checkbox"/> Take vacations</p> <p><input type="checkbox"/> Take day trips or mini-vacations</p> <p><input type="checkbox"/> Make time away from telephones</p> <p><input type="checkbox"/> Other:</p> <p><b><i>Psychological Self-Care</i></b></p> <p><input type="checkbox"/> Make time for self-reflection</p> <p><input type="checkbox"/> Have your own personal psychotherapy</p> <p><input type="checkbox"/> Write in a journal</p> <p><input type="checkbox"/> Read literature that is unrelated to work</p> <p><input type="checkbox"/> Do something at which you are not expert or in charge of</p> <p><input type="checkbox"/> Decrease stress in your life</p>	<p><input type="checkbox"/> Notice your inner experience – listen to your thoughts, judgments, beliefs, attitudes and feelings</p> <p><input type="checkbox"/> Let others know different aspects of you</p> <p><input type="checkbox"/> Engage your intelligence in a new area (e.g. go to an art museum, history exhibit, sports event, auction, theater performance)</p> <p><input type="checkbox"/> Practice receiving from others</p> <p><input type="checkbox"/> Be curious</p> <p><input type="checkbox"/> Say no to extra responsibilities sometimes</p> <p><input type="checkbox"/> Other:</p> <p><b><i>Emotional Self-Care</i></b></p> <p><input type="checkbox"/> Spend time with others whose company you enjoy</p> <p><input type="checkbox"/> Stay in contact with important people in your life</p> <p><input type="checkbox"/> Give yourself affirmations, praise yourself</p> <p><input type="checkbox"/> Love yourself</p> <p><input type="checkbox"/> Reread favorite books, re-view favorite movies</p> <p><input type="checkbox"/> Identify comforting activities, objects, people, relationships, places, and seek them out</p> <p><input type="checkbox"/> Allow yourself to cry</p> <p><input type="checkbox"/> Find things that make you laugh</p> <p><input type="checkbox"/> Express your outrage in social action, letters, donations, marches, protests</p> <p><input type="checkbox"/> Play with children</p> <p><input type="checkbox"/> Other:</p>
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<p><b>Spiritual Self-Care</b></p> <p><input type="checkbox"/> Make time for reflection</p> <p><input type="checkbox"/> Spend time with nature</p> <p><input type="checkbox"/> Find a spiritual connection or community</p> <p><input type="checkbox"/> Be open to inspiration</p> <p><input type="checkbox"/> Cherish your optimism and hope</p> <p><input type="checkbox"/> Be aware of non-material aspects of life</p> <p><input type="checkbox"/> Try at times not to be in charge or the expert</p> <p><input type="checkbox"/> Be open to not knowing</p> <p><input type="checkbox"/> Identify what you is meaningful to you and notice its place in your life</p> <p><input type="checkbox"/> Meditate</p> <p><input type="checkbox"/> Pray</p> <p><input type="checkbox"/> Sing</p> <p><input type="checkbox"/> Spend time with children</p> <p><input type="checkbox"/> Have experiences of awe</p> <p><input type="checkbox"/> Contribute to causes in which you believe</p> <p><input type="checkbox"/> Read inspirational literature (e.g. talks, music)</p> <p><input type="checkbox"/> Other:</p>	<p><b>Workplace or Professional Self-Care</b></p> <p><input type="checkbox"/> Take a break during the work day (e.g. lunch)</p> <p><input type="checkbox"/> Take time to chat with co-workers</p> <p><input type="checkbox"/> Make quiet time to complete tasks</p> <p><input type="checkbox"/> Identify projects or tasks that are exciting and rewarding</p> <p><input type="checkbox"/> Set limits with clients and colleagues</p> <p><input type="checkbox"/> Balance your caseload so no one day or part of a day is “too much.”</p> <p><input type="checkbox"/> Arrange your work space so it is comfortable and comforting</p> <p><input type="checkbox"/> Get regular supervision or consultation</p> <p><input type="checkbox"/> Negotiate for your needs (benefits, pay raise)</p> <p><input type="checkbox"/> Have a peer support group</p> <p><input type="checkbox"/> Develop a non-trauma area of professional interest</p> <p><input type="checkbox"/> Other:</p> <p><b>Balance:</b></p> <p><input type="checkbox"/> Strive for balance with your work life and work day</p> <p><input type="checkbox"/> Strive for balance among work, family, relationships, play and rest</p>
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Adapted from *Transforming the Pain: A Workbook on Vicarious Traumatization* by Karen W. Saakvitne & Laurie Anne Pearlman. Copyright (c) 1996 by the Traumatic Stress Institute/Center for Adult & Adolescent Psychotherapy. Used by permission of W.W. Norton & Company, Inc.

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## Developing a Compassion Fatigue Protection Plan

What components will go into my plan?

What are my warning signs and symptoms?

Who will I check in with to hold me accountable or to cue me?

What things do I have control over in my life?

How will I relieve stress in a way that works for me?  
(Intervention)

What stress prevention/reduction strategies will I use?  
(Prevention)

Adapted from Francoise Mathieu: Compassion Fatigue Train the Trainer Workbook (2008)

**IDEA FACTORY**

Commitment to Changes I could make in the next...

Week:

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Month:

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Year:

## Stressing Out? S.T.O.P.

**Time: 1 to 3 minutes**

Two-thirds of Americans say they need help for stress. But stress itself is not the problem. It's how we relate to stress.

The stress response is critical to our survival. It can save our lives or enable a firefighter to carry a 300-pound man down 20 flights of stairs. Of course, most of us don't encounter a life-or-death threat all that often. We usually experience stress reactions in response to thoughts, emotions, or physical sensations. If we're actively worried about whether we can put food on the table or get the perfect exam score, presto: the stress reaction activates. And if the bodily systems involved in stress don't slow down and normalize, the effects can be severe. Over time, we can succumb to, among other things, high blood pressure, muscle tension, anxiety, insomnia, gastrointestinal complaints, and a suppressed immune system.

Creating space in the day to stop, come down from the worried mind, and get back into the present moment has been shown to be enormously helpful in mitigating the negative effects of our stress response. When we drop into the present, we're more likely to gain perspective and see that we have the power to regulate our response to pressure.

Here's a short practice you can weave into your day to step into that space between stimulus and response.

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Elisha Goldstein, Ph.D., is a clinical psychologist and the author of *The Now Effect* and coauthor of *A Mindfulness-Based Stress Reduction Workbook*.



S

**Stop** what you're doing; put things down for a minute.

T

**Take a few deep breaths.** If you'd like to extend this, you can take a minute to breathe normally and naturally and follow your breath coming in and out of your nose. You can even say to yourself "in" as you're breathing in and "out" as you're breathing out if that helps with concentration.

O

**Observe** your experience just as it is—including thoughts, feelings, and emotions. You can reflect about what is on your mind and also notice that **thoughts** are not facts, and they are not permanent. Notice any **emotions** present and how they're being expressed in the body. Research shows that just naming your emotions can turn the volume down on the fear circuit in the brain and have a calming effect. Then notice your **body**. Are you standing or sitting? How is your posture? Any aches or pains?

P

**Proceed** with something that will support you in the moment: talk to a friend, rub your shoulders, have a cup of tea.

Treat this whole exercise as an experiment: Get curious about where there are opportunities in the day for you to just STOP—waking up in the morning, taking a shower, before eating a meal, at a stop light, before sitting down at work and checking email.

You can even use your smartphone's message indicator as a reminder to STOP, cultivating more mindfulness with technology.

What would it be like in the days, weeks, and months ahead if you started stopping more often?



For more on [mindfulness practice](http://mindfulnesspractice.go.mindful.org/inpractice), go to [mindful.org/inpractice](http://mindful.org/inpractice). To submit questions about techniques, the workplace, or relationships and home life, email [inpractice@mindful.org](mailto:inpractice@mindful.org)

—Elisha Goldstein



## Self-Care on the Fly

Self-care is any activity that we do deliberately in order to take care of our mental, emotional, spiritual, and physical health. It is about acknowledging when your tank is running low and taking small intentional efforts to replenish it. Self-care also means different things to different people; it is about knowing what works for you.

While the idea of adding self-care activities into your day can feel like a monumental task — something you just can't make time for — self-care doesn't have to take long. You can weave it throughout your day to help ease stress levels and create moments of respite from the demands of life.

**Here are 15 self-care activities you can do in 10 minutes or less.**

**Mindful Breathing**: Set a timer on your phone or computer and take two minutes to practice mindful deep breathing. Close your eyes, empty the lungs of air. Breath in through the nose for four counts, feel your belly expand, hold for seven counts, and exhale for eight counts. The exhale should be forceful, through the mouth, pursing the lips and making a “whoosh” sound. Repeat until the timer goes off. If thoughts pop into your head while you are focused on your breathing, try to let the thoughts pass by and return your focus to your breathing.

**Stretch or move**: Inhale deeply, lifting your shoulders up to your ears. Hold. Release and drop while exhaling. Repeat three times to release neck and shoulder tension. Relieve tension in your back with [ragdoll pose](#). Do laps around your office or walk up and down the stairs to help shift perspective and gain clarity. Try doing 10 jumping jacks in your office for a mid-day energy boost.

**Acknowledge a feeling**: Take a moment to check-in with yourself. Notice what you are currently feeling without judging any emotion that arises as “good” or “bad”. Acknowledging feelings can help you respond with intention versus reacting.

**Use the H.A.L.T. method**: If you are feeling irritated, stressed, or anxious, ask yourself if you are **H**ungry (or **T**hirsty), **A**ngry, **L**onely, or **T**ired. Once you have identified your needs, take care of yourself by getting a healthy snack, a glass of water, connecting with a colleague, etc.

**Color or draw**: Grab an adult coloring book and spend a few minutes coloring to help your brain decompress, quieting the mind. If coloring isn't for you try drawing or doodling for a few minutes.

**Listen to music**: Play music to match the mood you are trying to create. Put on an upbeat song and dance to connect with your body, feel happy and get out of your head for a few minutes. Choose a slow-tempo song to give a sense of calm. Or listen to a sad song to help you release a few tears.

**Disconnect from tech:** Spend 10 minutes without your phone, computer, or television. Give your eyes, ears, and brain a break from the stimulation.

**Unfollow people on social media:** Check Instagram, Twitter, and Facebook and stop engaging with anyone whose content doesn't make you feel good. If the account isn't benefiting you, unfollowing (or muting) can provide a sense of relief because you have removed a source of stress.

**Savor soothing scents:** Diffuse a few drops of essential oil (or put some on a cotton ball to sniff) to provide a sense of calm or rejuvenation. Try lavender, bergamot or lemongrass for stress relief.

**Engage in self-reflection:** What are you most proud of today or this week? What would you like to have been different about today/this week? Take a moment to celebrate your successes (no matter how large or small).

**Declutter your workspace:** Spend a few minutes cleaning and organizing your space. A messy environment can intensify feelings of stress and anxiety. Get rid of items that are no longer useful. Add some items that bring you joy and remind you of things you appreciate in your life.

**Make connections:** Send a "thinking of you" text or e-mail to a friend, colleague, or loved one. Write a short letter or thank you note to someone.

**Try a new podcast.** Like music, listening to others talk can shift your mood. A podcast can be a quick mood boost and can even make tedious chores more enjoyable.

**Laugh:** Watch funny YouTube clips. Read humorous tweets or articles. Laughter can release the feel-good hormones endorphins allowing you to feel more relaxed and recharged.

**Do a brain dump:** Sit down for 10 minutes and write (on actual paper – no typing), letting all the thoughts flow out of your head through the pen. Do not worry about whether it makes sense or not. The expulsion of thoughts can help clear your head, freeing up mental energy and reducing feelings of being overwhelmed.

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