



Voller Elan

Week 7 - Transfer

Steps to Burnout

Freudenberger's 12 Phases of Burnout

1. The compulsion to prove oneself
2. Working harder
3. Neglecting one's needs
4. Displacement of conflicts
5. Revision of values
6. Denial of emerging problems
7. Withdrawal
8. Obvious behavioral changes
9. Depersonalization
10. Inner emptiness
11. Depression
12. Burnout Syndrome_

Evaluating my Day

Activity	Gives me energy	Steals my energy	Neutral

18 Ways To More Mindfulness

1. When you wake up, become aware of the environment, your body, your breath.
2. While drinking coffee / tea, take 2 minutes for yourself. Feel how the world wakes up.
3. If you walk to the train, the bus or the car - walk consciously ; maybe without looking at the phone. Use the time for yourself.
4. If you are going by car, take some time before you start of to become aware of the car.
5. Watch your body while driving.
6. Turn off the radio and the phone. Be aware of the ride and the outside world. Watch what it feels like to keep the speed limit - or even stay below it. What does it feel like to drive in the inner lane?
7. If you take a train or bus to work, then put the work, the cell phone, the newspaper aside and be with yourself. Feel your breath. Take time for yourself.
8. When you arrive at work, maybe park a bit further away, or get off at a stop earlier, and use the time to be mindful.
9. Arrived at work, take your time to arrive properly and to think about how you want to spend the day.

1. Consider how your expectations can effect your perception of the day.
2. During work, put in pauses again and again, where you observe yourself; feelings, body, thoughts. Maybe you set an alarm clock for the next break - or you activate an app.
3. During the break, you take a real break! Go out. Also during the lunch break, go out and talk about non-work related topics. Turn off the phone.
4. Suggest that each meeting begin with a short "Reflection Break".
5. Eat your meals in silence - where you concentrate 100% on the food.
6. Before you go home - think about the day. Make a list of what you have to do tomorrow and leave the list on the table!
7. Use the drive home as a transition (maybe from a certain point on your way, stop talking on the phone).
8. Before you go in to your house/ apartment, prepare yourself for the other environment.
9. Take time to greet everyone and look each other in the eye. If you live alone, feel how your room feels.

Formal Exercises

Breathing Exercises:

- Count breath (until 10)
- Box breathing
- 1 minute meditation
- Straw breathing
- Ujjayi
- Coffee breathing
- Nostril breathing

Meditations

Yoga

Informal Exercises

1. Mindfulness in the everyday life
2. The snap shot
3. Mindful walking
4. Watch the breath for 1 minute
5. Question the perception
6. Recognizing, accepting, exploring, and letting go of the thoughts
7. Recognize, accept, explore and let go of the feelings
8. Recognize auto thoughts
9. Notice resistance
10. Say yes
11. Who knows
12. Leave it - Love it - Change it
13. Mindful communication
14. Mindful listening

15. Not complaining
16. Nonviolent communication - separate evaluation and observation
17. To practice empathy (just like me ...)
18. See no intention behind the mistakes of others
19. To recognize the desire for happiness, peace and health
20. Compassion for yourself and others
21. To practice gratitude
22. Random act of kindness
23. Take responsibility / give
24. 18 Mindfulness tips
25. Mindfulness bells