



# Walmsley & Associates

Professional Counselling - Employee Assistance Programs - Disability Management Services

~Meeting the needs of individuals, employers and communities~

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## Fall Newsletter 2005



### Harvesting for the Future

Just as farmers prepare for winter by gathering their crops, ensuring feed supply for their animals, and rotating their soil

for the spring, we need to harvest our own abilities to look after our needs at this time of year. Often in September, we begin to get busy with back to school and work, and managing our regular routines and shorter days with less sunlight. In preparation for this time, here are some tips and strategies you can gather for the future.



### Time management

- ⌚ Utilize a wall calendar
  - ⌚ Carry your planner with you
  - ⌚ Ensure a schedule for self care
  - ⌚ Set your watch 10 minutes fast
- ⌚ Take a look at your week – realize what is ahead and what you have to get done each day.
  - ⌚ Take a look at your month- Be aware of big projects/events that are during that month. Ensure that you are managing your weeks around that time commitment
  - ⌚ Set your own deadlines ahead of the pre-scheduled ones.
  - ⌚ Be realistic on what you commit to – remember, September is the time when volunteers are needed for committees, teams, and other community groups.
  - ⌚ Make lists and check off what you have done. Not only will you feel good, but you will be able to see what you have accomplished!
  - ⌚ Plan to go to bed one hour early and get up one hour early to allow yourself adequate rest and a good start to the morning.

#### For more information on:

#### “Resiliency in Action Workshop”

*(How to build and maintain inner resiliency when the outside work becomes difficult or stressful)*

Contact **Walmsley & Associates** © to set up a workshop at your worksite.  
1-800-481-5511 or [info@walmsley.ca](mailto:info@walmsley.ca)



### Burnout: Recognizing the signs

*You wake up in the morning, and you don't want to move. Just the thought of getting out bed is exhausting and you feel like hibernating for the winter. You feel a headache coming on, and you are running late, so you skip breakfast. As you rush to work, you become irritated with the other drivers. You walk into your place of work and cringe at the idea of accomplishing the tasks set out for you. Does this sound familiar? Are you on your way to burn out? Perhaps some of the symptoms listed below may apply to your situation:*

#### Physical:

Fatigue, physical exhaustion, irritability, headaches, stomach upset, back pain, weight change, changes in sleep pattern

#### Social:

Coming late to work, accomplishing little despite long hours, working late more often, quick to anger, difficulty making decisions, increasing dependence on drugs or alcohol, increased withdrawal from colleagues, irritation with co-workers

#### Emotional:

depression, loss of enthusiasm, sense of being empty, negative self-concept, pessimism, guilt, self-blame for not accomplishing more

#### Spiritual:

loss of faith, loss of meaning, loss of purpose, feelings of alienation, feeling estranged, despair, changes in values, changes in religious beliefs, changes in sense of generosity

#### Work-Related:

Cynicism towards others, daydreaming, hostility towards others, boredom on the job, quick to dismiss, blaming others, lack of enthusiasm to go to work in the mornings.

**Walmsley & Associates** offers *Employee and Family Assistance Programs (EFAP)* for individuals, couples & families who may experience difficult times or a sudden crisis. **EFAP'S** are highly *confidential, professional and voluntary.*



## Preventing and Recovering From Burnout

### Physical

- ✓ Visit your doctor for a medical checkup
- ✓ Ensure adequate sleep – between 8-10 hours a day
  
- ✓ Follow the Canadian Food Guide for healthy eating habits- avoid junk food and drugs/alcohol
- ✓ Become active on a regular basis
- ✓ Incorporate relaxation daily- even just 5 minutes

### Social

- ✓ Get involved in enjoyable activities- make new friends
- ✓ Create a balance between work and play- take time to play
- ✓ Develop a support system- talk about tensions and be heard
- ✓ Plan dates with your partner, friends, family or acquaintances weekly- something to look forward to

### Emotional

- ✓ Understand the causes of stress, depression or anxiety. Recognize the problem exists. “The first step toward recovery is discovery!”
- ✓ Take time for yourself- not money oriented but success oriented
- ✓ Identify all the stressors in your life & learn to manage those you have control over
- ✓ Develop positive self-talk & a positive attitude
- ✓ Be realistic & set practical, success oriented goals
- ✓ Utilize your EFAP programs and/or ask for a referral to a resource agency or therapist

### Spiritual

- ✓ Join a support group- seek out others who share in your experiences, “you are not alone”
- ✓ Volunteer in areas that you are curious about- learn your interests and values in helping others and the community
- ✓ Try meditating, relaxation exercises and deep breathing
- ✓ Explore nature through walking, hiking, and surrounding yourself with nature
- ✓ Be willing to try something new and discover new likes and dislikes
- ✓ Surround yourself with supportive people who allow you to be yourself



### Relaxation Techniques: Learn the power of relaxation

Relaxation can help you control pain, use your energy more effectively and reduce tension. Since relaxing is a learned response, it takes practice. Initially, you need to set aside specific times during the day to practice. Eventually, tuning into tense, tight muscles and relaxing those muscles will become automatic.

Upcoming Workshop: Managing Critical Incidents in the Workplace (Toby Snelgrove, Ph.D., AAMFT, CTS)  
November 15, 2005

For more info, Contact Annie @ Walmsley & Associates



### *Body Awareness*

This technique allows you to focus on different body parts to bring about relaxation.

1. Get into a comfortable position. Close your eyes and think of your face muscles. Let them totally relax.
2. Then, move on to your shoulders, then arms and hands. Continue to focus on the different body parts allowing each part to relax before moving to the next part.

### *Deep Breathing*

Diaphragmatic breathing is a technique that you use to relax very quickly.

1. Breathe in through your nose on a slow count of 1-2-3.
2. Push your stomach out as you breathe in.
3. Breathe out through your mouth on a slow count of six.
4. Repeat two more times
5. Aim to practice three times a day.

### *Imagery*

Imagery brings you to a relaxed state through pleasant thoughts and pictures.

1. Close your eyes and picture a pleasant scene- an ocean, meadow or special place.
2. Next, focus on the sights, sounds and smells of the pleasant scene as you relax.
3. Remember to practice your deep breathing during this time.

### *Relaxation Tips:*

1. Use relaxation techniques before beginning a work task and to break up activities that cause excessive fatigue.
2. Play soothing music as you work.
3. Think pleasant thoughts.
4. Take short rest breaks as needed.
5. Alternate tasks so you aren't doing on thing in one position for long time periods.

### **Environmental factors to enhance relaxation include:**

1. Turn down the lights.
2. Close the door.
3. Be in a room that is comfortably warm and quiet.
4. Wear loose, comfortable clothes.
5. Keep interruptions to a minimum- turn off the TV, cell phone, and let the answering machine take messages.

Visit our website: [www.walmsley.ca](http://www.walmsley.ca)