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Autore	Potter Beverly A
Titolo	Preventing job burnout [[electronic resource]] : transforming work pressures into productivity // Beverly A. Potter
Pubbl/distr/stampa	Los Altos, Calif., : Crisp, c1996
ISBN	1-4175-2502-9
Edizione	[Rev. ed.]
Descrizione fisica	1 online resource (118 p.)
Collana	The fifty-minute series book
Disciplina	0
Soggetti	Job stress Burn out (Psychology) Adjustment (Psychology) Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di contenuto	<p> ""TITLE""; ""COPYRIGHT""; ""PREFACE""; ""ABOUT THE AUTHOR""; ""CONTENTS""; ""WHAT IS JOB BURNOUT?""; ""BURNOUT SYMPTOMS""; ""WHOa€S SUSCEPTIBLE TO BURNOUT?""; ""TEST: Are you Burning Out?""; ""MOTIVATIONAL NUTRIENTS""; ""a€Winsa€? for Good Work""; ""Negative Wins""; ""IDENTIFY THE WINS""; ""Case Study Discussions""; ""FEELINGS OF CONTROL""; ""WORK AS HELL""; ""Sustaining Motivation""; ""Learned Helplessness: A Scientific Study""; ""DEMOTIVATING WORK SITUATIONS""; ""What Is the Burnout Potential of Your Job?""; ""INCREASING MOTIVATION THROUGH PERSONAL POWER""; ""PATHS TO PERSONAL POWER"" ""MANAGING YOURSELF: THE FIRST PATH TO PERSONAL POWER""""Self- Management""; ""PERSONAL GOAL SETTING""; ""Go to the Doing Level""; ""Set Better Goals""; ""EXERCISE: Goal Setting""; ""ACCOMPLISHING YOUR GOALS THROUGH SMALL STEPS""; ""Set Yourself Up to Win""; ""Stretch Yourself""; ""Make Getting There Fun""; ""HOW TO SET OBJECTIVES""; ""Identify Steps and Create a Map""; ""Begin at the End""; ""Create a Map""; ""CASE STUDY: Janicea€s Map""; ""Taking Steps to My Goal""; ""Determining Small Steps""; ""Create Your Map""; ""DEFINE OBJECTIVES BY THE RESULTS YOU WILL ACHIEVE""; ""An Objective"" ""A Good Objective States What Will Be Achieveda€?But Not How""""A Good Objective Is Measurable""; ""A Good Objective Is Attainable""; ""A </p>

Good Objective Has a Completion Date"; "The Result I Will Achieve";
"Identify My Objective"; "Giving Yourself a€œWinsa€? for Successes";
"My Want List"; "PUT TOGETHER A PLAN OF ACTION"; "My Action
Plan"; "The Self-Contract"; "Summary of Self-Management";
"MANAGING STRESS: THE SECOND PATH TO PERSONAL POWER"; "How
Burnout Is Stressful"; "OBJECTIVE OF STRESS MANAGEMENT";
"Controlling Stress"; "Create a Personal Stress Log"
"DISCOVER YOUR PERSONAL STRESS PATTERNS""Stress Patterns
Analysis"; "STRESS REDUCTION TECHNIQUES"; "Breathing Correctly";
"Breath Control Technique"; "IDENTIFYING TENSION";
"SYSTEMATICALLY RELAX MUSCLES"; "RELAXATION TRAINING PLAN";
"Distressing Situations"; "Practice Relaxing"; "Creating a Pleasant
Fantasy"; "Scripting Your Pleasant Fantasy"; "CHANGING YOUR
ENVIRONMENT"; "How to Use Load to Manage Stress"; "Summary of
Stress Management"; "BUILDING SOCIAL SUPPORT: THE THIRD PATH
TO PERSONAL POWER"; "Hints for Building Social Relationships"
"WAYS TO SHOW BELONGING""Building Social Support"; "BUILD A
NETWORK OF ALLIES"; "How to Network"; "Developing Your Ally
Network"; "Who I Have Helped, Who I Can Help"; "SELF-CONTRACT
FOR BUILDING SOCIAL SUPPORT"; "Summary of Building Social
Support"; "SKILL BUILDING: THE FOURTH PATH TO PERSONAL POWER";
"Skill-Building Checklist"; "SKILL-BUILDING STRATEGIES";
"IDENTIFYING THE SKILL"; "My Skill-Building Plan"; "Summary of Skill
Building"; "TAILORING THE JOB: THE FIFTH PATH TO PERSONAL
POWER"; "Rating Tasks and Setting Priorities"; "SCHEDULING"
"TASK MANAGEMENT"
