

1. Record Nr.	UNINA9910783201203321
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)
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€œWinsa€? 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""</p> <p>""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""</p> <p>""A Good Objective States What Will Be Achieveda€But Not How""""A Good Objective Is Measurable""; ""A Good Objective Is Attainable""; ""A Good Objective Has a Completion Date""; ""The Result I Will Achieve"";</p>

""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""

2. Record Nr.	UNINA9910894619703321
Titolo	Neue Litteratur und Beyträge zur Kenntniß der Naturgeschichte vorzüglich der Conchylien und Foßilien / von Johann Samuel Schröter
Pubbl/distr/stampa	Leipzig, : Muller, 1784-1787
Descrizione fisica	Online-Ressource
Classificazione	11
Disciplina	500 550
Soggetti	Zeitschrift
Lingua di pubblicazione	Tedesco
Formato	Materiale a stampa
Livello bibliografico	Periodico