

1. Record Nr.	UNINA9910956317103321
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Titolo	Preventing job burnout : 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	""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"" ""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 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""

Sommario/riassunto

Introducing eight proven strategies for beating job burnout, this newly revised edition also contains expanded information on networking, growing your social support system, and personal goal setting.
