

**Child Care Training and Resource Kit**

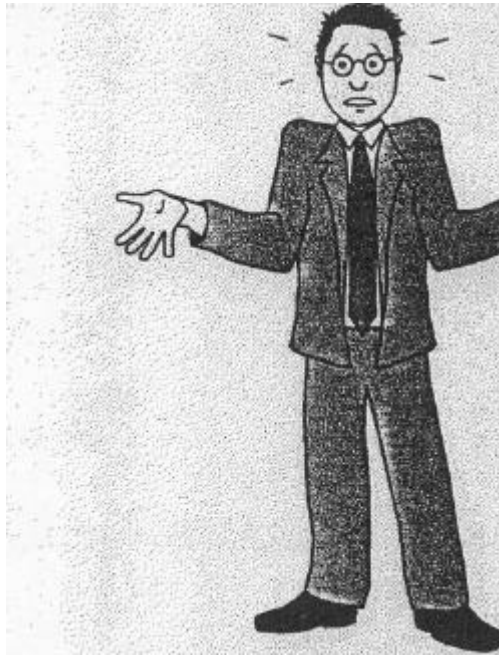
**Stress and Burnout**

**Handouts**

- 1  **Stress and Burnout:**
  - What they are and how to avoid them!
- 2  **Child Care Resource and Training Kit**
- 3  **Stress**
  - Any event that places a demand on your body, either mentally or physically.
- 4  **Positive and Negative Stress**
  - However, regardless of whether the stress is positive or negative, your initial physiological reaction is much the same.
- 5  **Stress Reduction Strategy**
  - Your stress reduction strategy should be to minimize your negative stress factors and maximize the positive ones.
- 6  **Myths of Stress**
  - Stress is harmful.
  - Stress should be avoided.
  - The more responsibility, the greater the stress.
  - Stress is male-dominated.
  - There is only one right way to cope with stress.
- 7  **Sources of Stress**
  - Personal Stressors
- 8  **Sources of Stress**
  - Interpersonal Stressors
- 9  **Sources of Stress**
  - Work Stressors
- 10  **Sources of Stress**
  - Environmental Stressors
- 11  **Sources of Stress**
  - Private Life Stressors
- 12  **Job Burnout and Early Childhood Education**
  - The Burnout Profile
  - Harmful Effects of Burnout
  - Program Consequences
- 13  **Steps to Success**
  - Selection
  - Causes
  - Solutions

- Plan of Action
  - Implementation
- 14 ☐ Stress Survivor
- Ask Questions.
  - Find Creative Solutions.
- 15 ☐ Stress Survivor
- Find some humor
  - Find a relaxing hobby
  - Plan ahead
  - Schedule
  - Set priorities
- 16 ☐ Stress Survivor
- Engage in physical exercise.
  - Avoid caffeine.
  - Avoid alcohol and drugs.
- 17 ☐ Stress Survivor
- Relax and put the crisis in perspective.
  - Assess life expectations.
  - Examine significant life areas.
- 18 ☐ Stress Survivor
- Stay flexible.
  - Practice relaxation exercises.
  - Have some quiet, reflective time each day.
- 19 ☐ Stress Survivor
- See the crisis as a challenge.
  - Do not give up.
- 20 ☐ Stress Survivor
- Assess your resources and social support.
  - Find someone to talk to.
- 21 ☐ Attitude
- Attitude is more important than facts.

# What is Stress ?



1.

7.

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12.

# Assessing Stressors

## Private Life

Agree

Disagree

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1. I find myself unable to fulfill my community responsibilities.
2. I cannot find time to complete my projects at home.
3. I often feel that nothing else matters in life besides being a \_\_\_\_\_.
4. My family/friends would like me to spend more time with them.
5. I would like to develop a hobby but cannot find the time.
6. I rarely socialize with anyone besides educators.
7. My devotion to work is usually in conflict with my devotion to family & friends.
8. I have a difficult time making financial ends meet .
9. I am concerned about crime and danger in my school & community.
10. Family problems often concern me (e.g. trouble with children, marriage, illness).

SUBTOTAL

## Environmental

Agree

Disagree

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1. My office is unorganized and too crowded.
2. It sometimes gets too hot or cold in my office.
3. The lighting is inadequate in my office.
4. My office is abnormally noisy.
5. The furniture and/or equipment do not facilitate relaxation and easy interaction with others.
6. Telephones and other interruptions frequently stop what I am doing.
7. My office door is usually open to drop-in visitors.
8. The office equipment does not work properly.

SUBTOTAL

**Organizational**

Agree      Disagree

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\_\_\_\_\_  
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Overload

1. There seems to be a sense of urgency about all tasks.
2. I have more work than I can complete in a normal work day.
3. My responsibilities are difficult to keep up with.
4. There is constant pressure to work every minute, with little opportunity to relax.
5. I frequently spend evenings and weekends finishing my work or attending school activities.
6. I find it difficult to keep up with the journals and developments in education.

SUBTOTAL

Agree      Disagree

\_\_\_\_\_  
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\_\_\_\_\_  
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Underload

1. My job is seldom challenging.
2. I frequently find my work boring and repetitive.
3. I feel my skills and abilities are not being used well.
4. My work is often not very complex.
5. I seldom feel a sense of accomplishment because I cannot see the final product of what I do.
6. I am given very little responsibility.

SUBTOTAL

Agree      Disagree

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Job Ambiguity

1. My job responsibilities are generally vague, unclear, and inconsistent.
2. I am not sure I have divided my time properly among tasks.
3. There is little opportunity to receive feedback on how I am doing.
4. Explanations of what has to be done are often unclear.
5. My goals and objectives are intangible and not clearly spelled out.
6. I am not sure how much authority I have.

SUBTOTAL

Agree	Disagree	School Structure
_____	_____	1. I have little direct contact with my supervisor.
_____	_____	2. An overabundance of rules and policies do not allow me the freedom to make my own decisions or use my ideas.
_____	_____	3. There is great pressure for all teachers and staff to dress, behave, and think alike.
_____	_____	4. New laws and school codes frequently require me to change the way I do things.
_____	_____	5. The central office is unreceptive to the needs at the building level.
_____	_____	SUBTOTAL

Agree	Disagree	Role Conflict
_____	_____	1. I am often caught between conflicting demands from the central office and the teachers.
_____	_____	2. I receive assignments without adequate staff and resources to carry them out .
_____	_____	3. I often feel pressure to spend both more time at work and more time with my family and friends.
_____	_____	4. I often have difficulty deciding between high productivity and high quality.
_____	_____	5. I sometimes feel I have to do things to succeed in my work which are in conflict with my basic values.
_____	_____	6. Things I do are often accepted by one person & not another.
_____	_____	SUBTOTAL

Agree	Disagree	Managing People
_____	_____	1. I am too often meeting with my staff and do not have enough time to myself.
_____	_____	2. I often have to make decisions affecting the lives of students and employees.
_____	_____	3. I often have to consult other people before making a decision.
_____	_____	4. I sit most of the day and try to get tasks done through other people.
_____	_____	5. I rarely have the opportunity to manage rational, logical and objective things. (budgets, equipment, etc.)
_____	_____	6. I often feel today's students and teachers lack the motivation and pride to do a good job.
_____	_____	SUBTOTAL

Agree	Disagree	
_____	_____	<b>Travel Away From the School</b>
_____	_____	1. My job frequently takes me out of town while work piles up on my desk in the office.
_____	_____	2. I find that I am expected to travel greater distances more frequently.
_____	_____	3. I frequently find myself traveling on the weekends, late evenings and early mornings.
_____	_____	4. Due to travel demands, my daily routine and family time are frequently interrupted.
_____	_____	5. I commute long distances to and from work.
_____	_____	<b>SUBTOTAL</b>

Agree	Disagree	
_____	_____	<b>Interpersonal</b>
_____	_____	1. My colleagues seldom get together socially.
_____	_____	2. I frequently have to confront students and staff members on an individual basis.
_____	_____	3. My colleagues and I seldom talk together about personal problems.
_____	_____	4. We more often compete with one another than cooperate with a feeling of team spirit.
_____	_____	5. I generally do not get along well with those whose opinions differ greatly from mine.
_____	_____	6. My colleagues generally do not have much interest in what I do.
_____	_____	7. I often have difficulty eliciting support from my other principals and teachers.
_____	_____	8. There often seems to be a lack of trust between myself and my staff.
_____	_____	9. I often feel my job is threatened by my teachers.
_____	_____	10. My superintendent/supervisor often deals with me in an autocratic and over demanding manner.
_____	_____	<b>SUBTOTAL</b>

Personal

Agree                      Disagree

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. I am frequently in a hurry.   |
| _____ | _____ | 2. I am typically doing several things at the same time.   |
| _____ | _____ | 3. When someone takes too long to get to the point, I usually hurry him or her along.  |
| _____ | _____ | 4. I have a hard time delegating tasks because others cannot complete the tasks as well as I can.  |
| _____ | _____ | 5. I often become discouraged when I compare "who I am" to "who I hoped to be" at this time/stage in my life.                                  |
| _____ | _____ | 6. I often feel that I have not met my life's ambitions because of my own inadequacies.  |
| _____ | _____ | 7. I often find it hard to focus on any one activity for a long period of time (more than 10 minutes) because of competing demands on my time. |
| _____ | _____ | 8. I often feel compelled to be successful because I have been in the past, and now others expect it of me.                                    |
| _____ | _____ | 9. I often believe I am successful because I can get things done faster than others.   |
| _____ | _____ | 10. I am meticulously careful about all the details of my job.   |
| _____ | _____ | SUBTOTAL   |

					<b>% Agreed</b>
	<b>Agree</b>	<b>Disagree</b>	<b>Total</b>	<b>Col 1 + Col 3</b>	
Private Life	_____	_____	10	_____	_____
Environmental	_____	_____	8	_____	_____
Organizational	_____	_____	6	_____	_____
Overload	_____	_____	6	_____	_____
Underload	_____	_____	6	_____	_____
Job Ambiguity	_____	_____	6	_____	_____
School Structure	_____	_____	5	_____	_____
Role Conflict	_____	_____	6	_____	_____
Managing People	_____	_____	6	_____	_____
Travel	_____	_____	5	_____	_____
Interpersonal	_____	_____	10	_____	_____
Personal	_____	_____	10	_____	_____
<b>TOTAL</b>	_____	_____	<b>78</b>	_____	_____

ARE YOU A CANDIDATE FOR BURNOUT?

	YES	NO
1. Do you find yourself frequently upset or irritable?	_____	_____
2. Are you performing your job carelessly or mechanically?	_____	_____
3. Do activities you once enjoyed no longer interest you?	_____	_____
4. Are you less communicative with close friends or loved ones?	_____	_____
5. Are you withdrawing from key relationships in your life?	_____	_____
6. Do you find there is not time for relaxation or recreation?	_____	_____
7. Are you working harder but accomplishing less?	_____	_____
8. Do you dread going to work in the mornings?	_____	_____
9. Are you unable to laugh at yourself?	_____	_____
10. Do you feel you are more forgetful than usual?	_____	_____
11. Do you try doing everything equally well?	_____	_____
12. Is your general feeling one of depression or sadness?	_____	_____
13. Is your day filled with constant frustration?	_____	_____
14. Have you lost your sense of perspective?	_____	_____
15. Have you overextended your time and energy?	_____	_____

# ***Job Burnout in Early Childhood Education***

## **THE BURNOUT PROFILE**

- emotional/physical exhaustion
- disillusionment with job/life
- self-doubt and blame

## **PSYCHOLOGICAL/PHYSIOLOGICAL AND BEHAVIORAL SIGNS & SYMPTOMS**

- headaches and muscle tension
- depression/boredom/apathy
- absenteeism/decline in performance
- hypertension/insomnia
- irritability/increased anxiety
- increased smoking, drinking, drug dependency and other addictions
- escape activities: shopping  
sprees/overeating/daydreaming stress-related physical  
and emotional ailments
- tensions with family and friends

## **CONSEQUENCES TO THE PROFESSION**

- program quality disruption and deterioration of services
- talent drain

## **Keeping Child Care Providers and Staff Safe and Healthy**

### **A. Personal health**

1. Nutritious diet
2. Exercise
3. Regular check-ups
4. Adequate sleep
5. Maintain current immunizations and TB screening
6. Stress management-taking scheduled breaks and vacations
7. Engage in hobbies or other activities that do not involve caring for someone else
8. Not smoking
9. Taking time to recover before returning to work
10. Following guidelines for handwashing to prevent communicable disease and prevention of exposure to toxic chemicals, air quality control

### **B. Reducing back injury among providers**

1. Proper lifting technique – “hug your work”
2. Adult furniture
3. Adult-height changing tables
4. A ramp or small, stable stepladders or stairs to allow children, with constant supervision to climb up to changing tables or other places to which they would ordinarily be lifted
5. Convenient equipment for moving children
6. Comfortable chairs with back support
7. Clear path and a good view when carrying an object
8. Sitting and stress

### **C. Stress reduction among providers**

1. Common symptoms and management-different techniques
2. Sources for occupational stress for providers
3. If you are responsible for managing other providers-following clear work policies and procedures and getting training in those areas of work that you are not comfortable in performing and doing the same for your staff

### **D. Handwashing and using universal precautions in preventing the spread of disease**

1. proper technique and times
2. properly caring for and cleaning toys, utensil, personal care items, clothing, and bed linens, wearing disposable gloves whenever possible i.e. when cleaning wounds or applying or changing bandages, changing diapers. Also when properly disposing of articles soiled by bodily fluids.

## ***STRESS SURVIVOR II***

***Prioritize.*** Decide what is important.

***Inhale, exhale.*** Simply inhale and exhale deeply for 10 minutes.

***Shoulder shrug.*** Raise shoulders as high as you can, hold for a few seconds, then drop them to their normal position.

***Know yourself and your limits!***

***Take time for yourself.*** It is a necessity!

***Let off steam!***

***Eat a well-balanced diet.***

***Discuss problems with a friend.*** Ask for help.

***Act a little wild.*** Rent a motor bike, have a pedicure, get a massage. Do something that you have always wanted to do.

***Listen to music.*** Studies have shown that a half-hour of soothing music can have the same calming effect as Valium.

***Exercise regularly.***

***Set realistic goals!***

***Have patience!***

***Avoid the phrase, "I have to go to work."***

***Do not make too many promises.***

***Become less self-absorbed.***

***Do not dismiss the advice you receive.***

## DOZE AND DON'TS

**DON'T** give in to the “creeping bedtime,” when the kids’ (or your own) 8:00 target turns into 9:00.

**DO** establish regular bedtimes and stick to them. Routines help to give the brain clues that signal the body to sleep.

**DON'T** relegate exercise to the back burner.

**DO** maintain a workout routine. But **DON'T** exercise within 3 hours of bedtime.

**DON'T** assume that being on nighttime kid detail is a Mom thing.

**DO** alternate responsibility for children’s night wakings with your spouse.

**DON'T** go for that 5:00 pm coffee perk-me-up or the 9:00 pm wind-me-down glass of wine.

**DO** avoid sugar, caffeine, and alcohol for several hours before bed. Alcohol undermines truly restful sleep.

**DON'T** stay up late to do housework.

**DO** define for yourself “minimally clean house.” Remember that you are not the only one living in your house!

**DON'T** lie in bed cursing yourself for being awake.

**DO** get out of bed if you have not fallen asleep in about 15 minutes. Go to another room and do something relaxing, like reading or listening to music, until you get tired.

**DON'T** turn your bed into another workspace.

**DO** use your bed only for sleep. If you regularly prop yourself up with pillows to work in bed, you are training yourself to stay alert in bed.