

FROM BUSY TO BALANCED

Strategies for real life

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UNIVERSITY OF ILLINOIS SYSTEM

Altogether Extraordinary™





WHY THIS MATTERS

World Health Organization –

“Burn-out is a syndrome conceptualized as resulting from chronic workplace stress that has not been successfully managed. It is characterized by three dimensions:

- feelings of energy depletion or **exhaustion**;
- increased mental distance from one’s job, or feelings of negativism or **cynicism** related to one's job; and
- **reduced** professional **efficacy**...”

BENEFITS OF INCORPORATING WELLBEING INTO WORK



For Employees:

- ★ Better Focus
- ★ Improved Health
- ★ Higher Job Satisfaction
- ★ Reduced Stress

For the Organization:

- ★ Stronger Collaboration
- ★ Higher Retention
- ★ Increased Creativity
- ★ Better Performance

PERSONAL WELLBEING



PERSONAL WELLBEING STRATEGIES

MENTAL

Replace all-or-nothing thinking with flexibility

Use the Pomodoro Technique
(25 min work, 5 min break)

Conduct regular "brain dumps"

PHYSICAL

Add movement breaks to your calendar

Do 5 repetitions

Try seated stretches at your desk

EMOTIONAL

Creative gratitude

Breathing exercises when "stuck"

Engage in random acts of kindness

QUICK FOCUS AND RESET TOOLKIT



Seated stretch



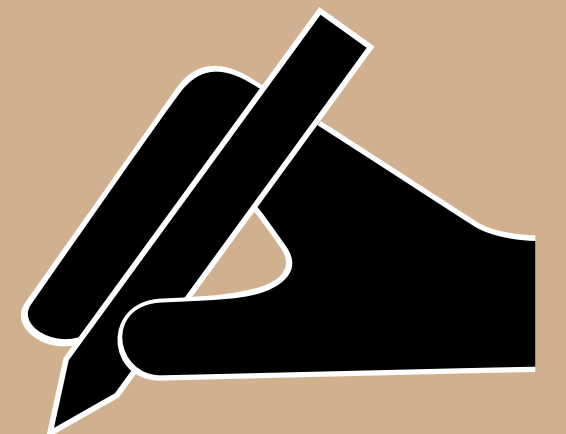
Focus on one
sound



Savor your lunch
(10 MIN)



Box breathing:
Inhale. 1, 2, 3, 4.
Hold it. (1, 2, 3, 4.)
Exhale. 1, 2, 3, 4.
Hold it. (1, 2, 3, 4.)



Complete a
"brain dump"

TEAM-BASED WELLBEING



TEAM FOCUS AND WELLBEING TOOLKIT

MEETINGS

One minute refocus:
breathing, stretching,
quiet to reset (off-camera)

If you were a weather
report, what would
your forecast be?

Two-minute focus
check-ins

WORKLOAD SUPPORT

Encourage mini-breaks

Protect “no meeting”
windows

Encourage focused
time blocks

SUPERVISORS

Model boundaries

Walking meetings with
real check-ins

Recognition/
appreciation

SHAPING TEAM CULTURE

LEAD WITH CARE

Find moments for pause
(start of meetings)

Share appreciation
(words, actions, time)

Reevaluate timelines
to protect energy

ASSIST FOCUS

Lead collaboration
across various strengths

Offer flexibility where
reasonable

Encourage professional
development time

HELP LEADERS

Learn/train others to
recognize early burnout

Provide/reinforce tools
and resources for
managers

Use collaboration tools
for connection



**PRACTICING
GRACE**

PRACTICE GRACE DURING HIGH STRESS

ENERGY

Bring awareness to worrying about multiple projects at once

Define and enforce boundaries that prioritize your well-being

Recount other obstacles you've encountered and conquered

MINDSET

Start your morning with 3 minutes of intentional breathing

Use affirmations to reframe negative or unproductive thoughts

Meditate before bed to help you relax and fall asleep

CONNECTION

Seek support when needed

Celebrate small wins with your team

Your ideas???



ONE SMALL SHIFT

**What's one change
you can commit to
trying for the next
month?**

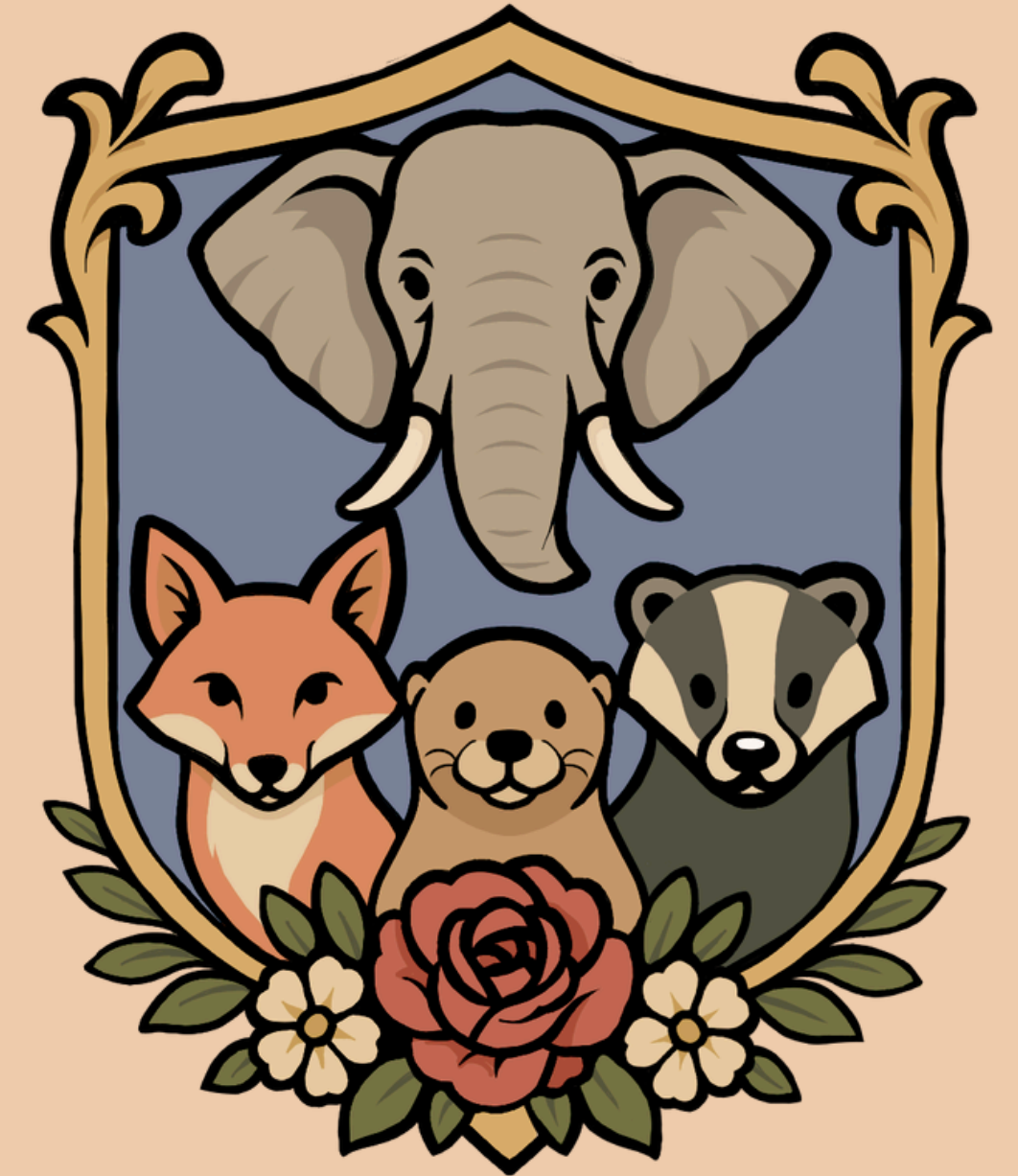
THANK YOU!

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<https://www.hr.uillinois.edu/employeedevelopment/sowellness>