

## AVOIDING BURNOUT-

### HOW TO STOP WORRYING AND LEARN TO LOVE YOUR JOB

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Whether you have worked for three years or for thirty years, some days are better than others. Over the years, it seems that people have gotten nastier; there has been an erosion of civility, an invasion of personal space. No one wants to wake up in the morning, and have to drag yourself out of bed because you dread going to work. And, there aren't enough "dream jobs" to go around. How can you learn to stop worrying and love your job, feel creative and energetic, and renew the excitement you felt before disappointment and negativity hit you in the face?

#### LIFE LESSONS

1. How to keep problem people in proper perspective.
2. Taking control of verbal and written communications.
3. What's done is done. Moving forward.
4. It's your choice whether to be positive or negative.
5. Life is full of unexpected surprises. Focus on what you can do.
6. Don't spend time on things you cannot change or cannot do.
7. Choose creation, not destruction.
8. Choose sunshine. Don't live in the darkness.
9. Making life choices.
10. Validate yourself.
11. Set goals and standards for excellence.
12. Compare yourself to yourself, and to no one else.
13. Don't expect people to change.
14. Change is just different.
15. Read between the lines. Listen to what is not being said.
16. Deal with your feelings.
17. Deal directly and discretely.

18. Get written documentation.
19. Be as straightforward and as unemotional as you can.
20. Be gracious.
21. Be passionate about what you do.
22. There is always something new to learn.
23. Focus on your strengths.
24. Celebrate.
25. There is no trying. There is only doing.
26. Do your absolute best every day.
27. Listen to and encourage those around you.
28. Manage people's expectations.
29. Be prepared for detours and delays.
30. Organize your space.
31. Manage your email.
32. Take advantage of technology.
33. Take time to rest, relax and recharge.
34. The Internet is Forever.

The most remarkable thing about choosing to be positive, focusing your energy on being the best you can, and following your passions at work and in life, is that you will not only reduce your stress and live a happy life, but you will also make a difference in other people's lives.