

Supervision: Protecting Work/Life Balance and Preventing Burnout

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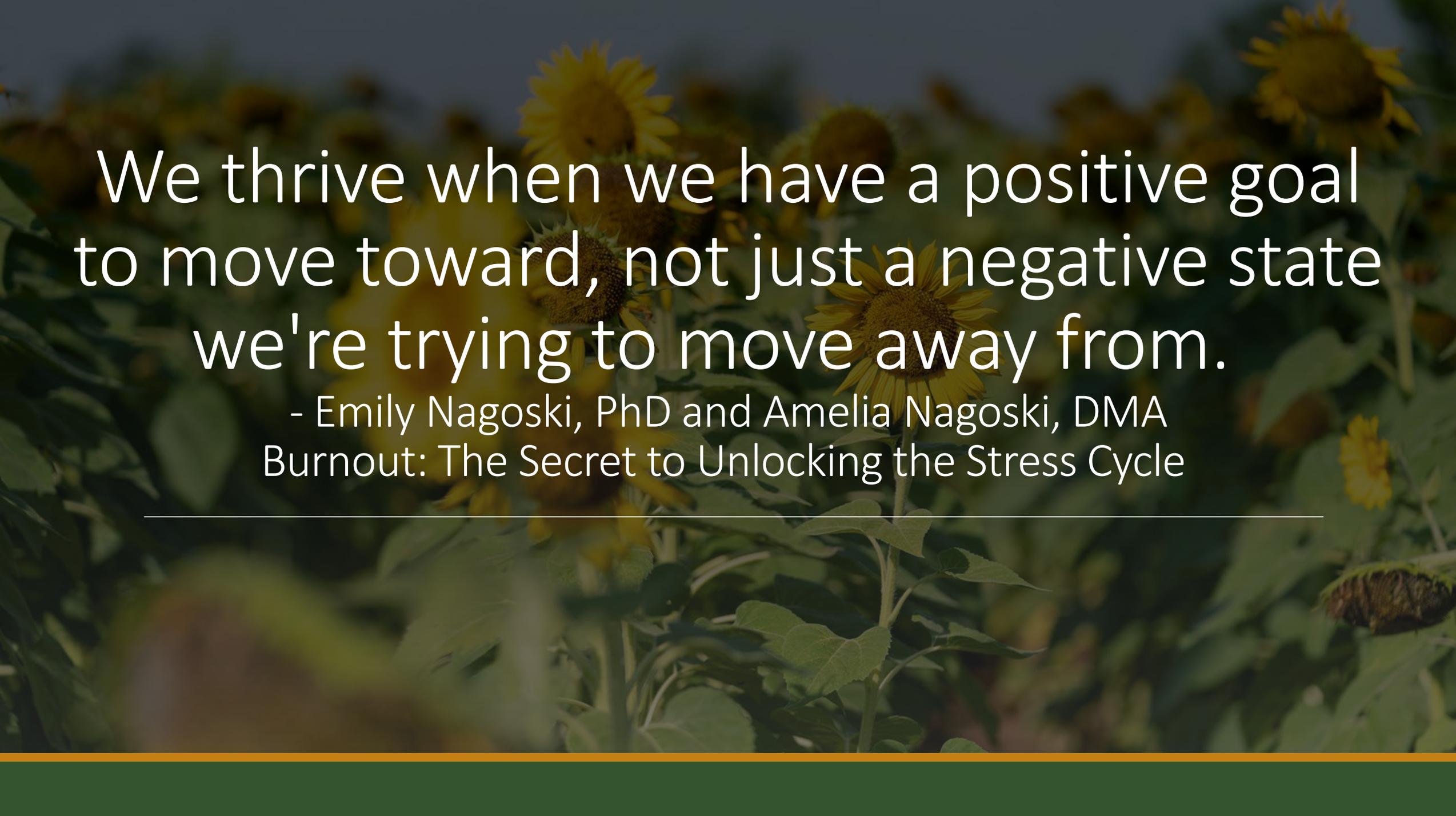
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Current State of Work/Life Balance

1 = non-existent

10 = thriving

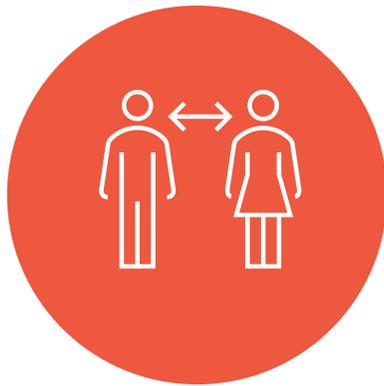
A field of sunflowers with a dark green overlay. The sunflowers are in various stages of bloom, with some fully open and others as buds. The background is a soft-focus field of these flowers.

We thrive when we have a positive goal
to move toward, not just a negative state
we're trying to move away from.

- Emily Nagoski, PhD and Amelia Nagoski, DMA
Burnout: The Secret to Unlocking the Stress Cycle



What We Will Cover



COMMUNICATION

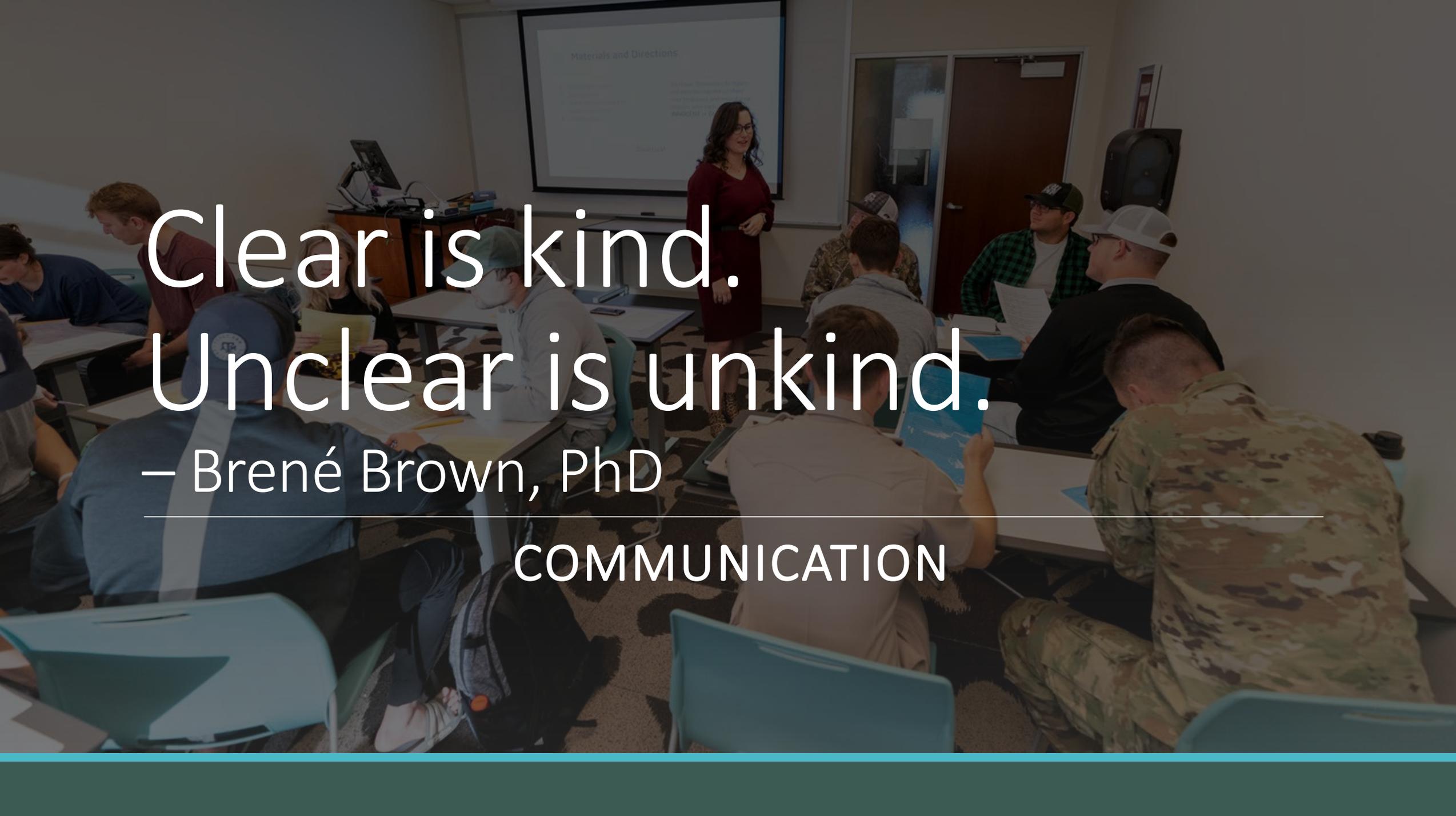


CREATING BOUNDARIES



CARE



A woman in a red dress stands at the front of a classroom, presenting to a group of people seated at desks. A projector screen behind her displays the text "Materials and Directions". The room is filled with people, some in military uniforms, listening attentively.

Clear is kind.
Unclear is unkind.

— Brené Brown, PhD

COMMUNICATION



COMMUNICATION



Be clear in saying/asking for what you need.



Set expectations about where employees can make decisions and when supervisors need to be involved or just informed. Example: "I am looking for feedback from you on this" vs. "Just sharing so you are aware"



Set and understand expectations about response time on email, Teams/Slack/GroupMe, text or phone



COMMUNICATION



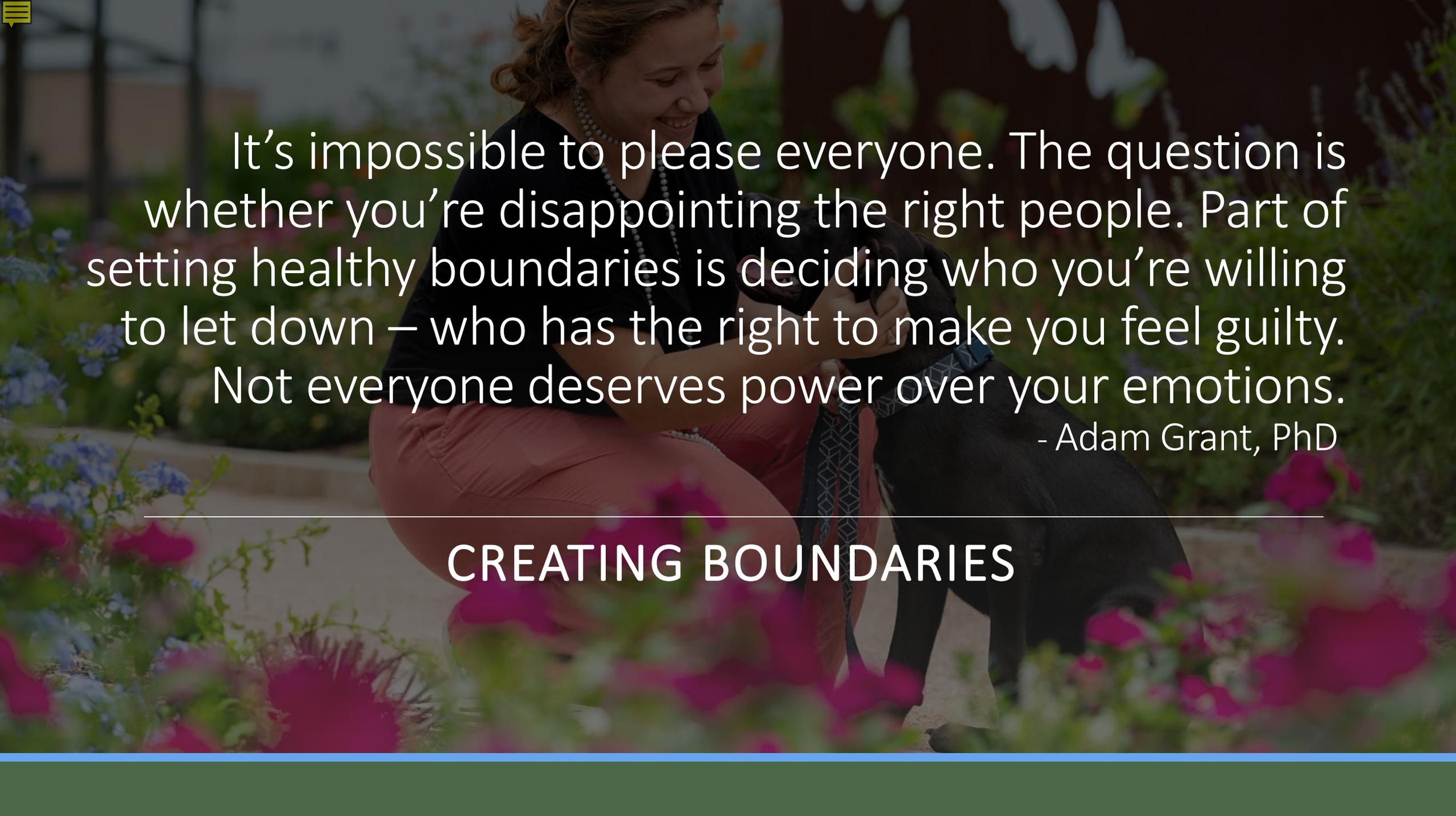
Create systems to make communication easy – regular one on one meetings, weekly email updates that go both up and down the organization



Tone – difficult to infer via email and text so keep in mind what might be better as a phone call or Teams/Zoom meeting. This may vary for each person.



Let technology features help you better manage communication flow – delayed send feature, create multiple signatures for standard responses, set up rules for items to go in email folder



It's impossible to please everyone. The question is whether you're disappointing the right people. Part of setting healthy boundaries is deciding who you're willing to let down – who has the right to make you feel guilty. Not everyone deserves power over your emotions.

- Adam Grant, PhD

CREATING BOUNDARIES



CREATING BOUNDARIES



What are your non-negotiables when it comes to boundaries? Determining those first will help you set and keep boundaries.



Determine your social media boundaries – Do you accept all friend or follow requests? Do you send requests?



Manage your schedule or it will manage you – what can “today you” do to help “future you”?



As a supervisor – model the way: plan and take leave as needed, be mindful of when you are working and responding

CREATING BOUNDARIES



Utilize the organization parameters around work schedules and locations;
Understand the parameters and refer to them regularly when making decisions



Determine expectations when you or staff are out for annual leave, sick leave,
conference attendance, work travel and more



Help colleagues and employees set boundaries



The greatest asset of a
company is its people.

— Jorge Paulo Lemann

CARE



CARE

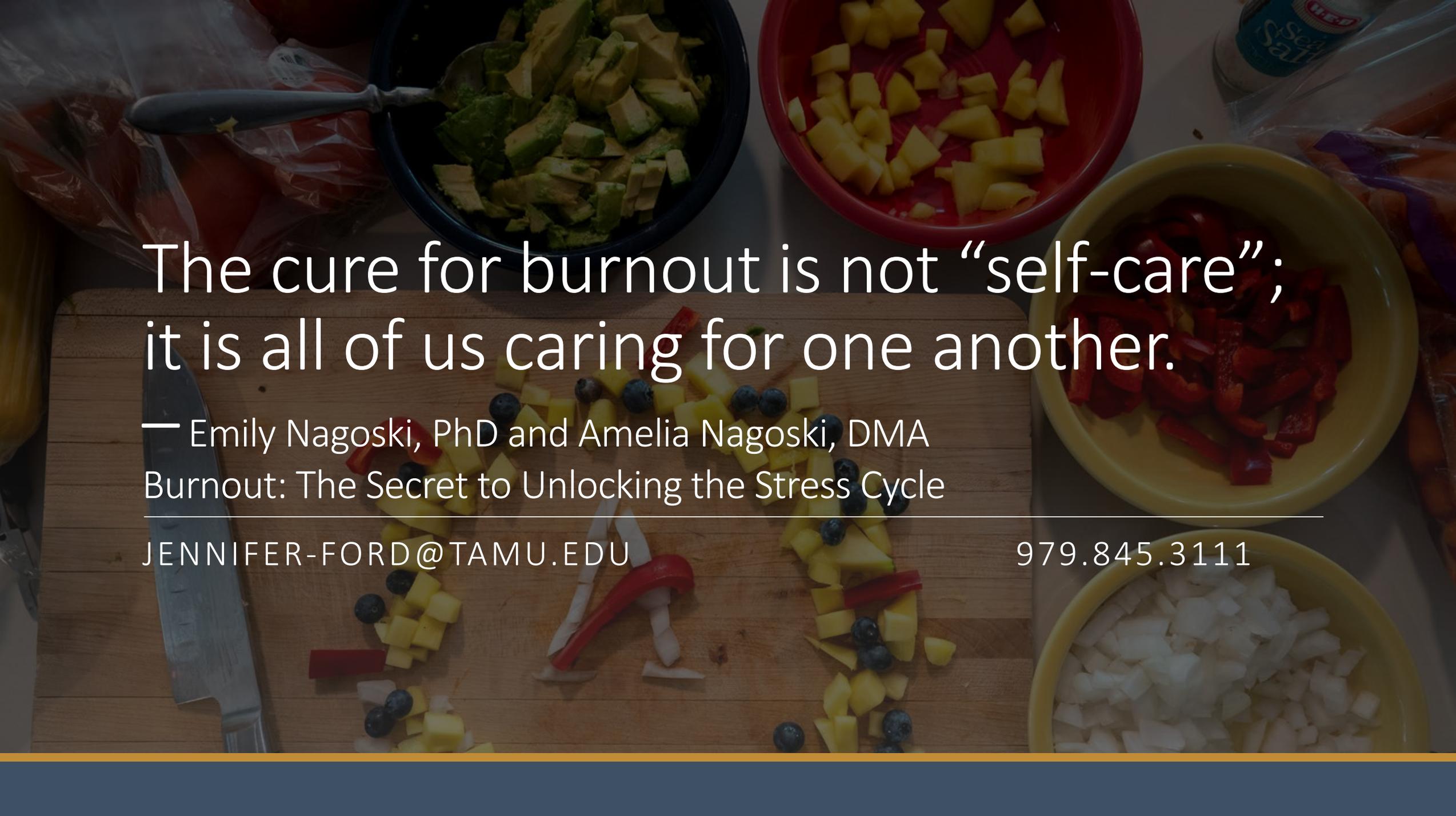
- ❑ Give Grace – to others and yourself
- ❑ Communicate with supervisor and employees when you need to adjust because of stressful times
- ❑ Find time to rest – this can be sleep, exercise, connection with others; these are often the first to go when we get busy
- ❑ Celebrate the little things and practice gratitude

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Encourage staff to engage in activities they enjoy at work – take a walk after lunch, during a staff meeting do something to take the edge off such as mindfulness exercises, fun questions, passing out affirmations on a lollipop, music trends, something that hits on interests of the staff

"I think one of the most powerful things supervisors can do is lead by example – if you want your team to take care of themselves – you have to do it too! And be cognizant of how that comes out in non-verbal ways. I am trying to work on walking a little slower to the printer, taking a deep breath before sitting down, pausing more...just to slow myself down in the craziness of busy. I have enough time to do that much – no one is asking me to sprint to the printer or to the bathroom!" - Lauren Dorsett, Assistant Director

What is one thing you
can adjust for the next three
months to help with burnout?



The cure for burnout is not “self-care”;
it is all of us caring for one another.

— Emily Nagoski, PhD and Amelia Nagoski, DMA
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