

**BEATING
BURNOUT
FINDING
BALANCE
SUPPLEMENTARY
MATERIAL**

MELO CALARCO

WILEY

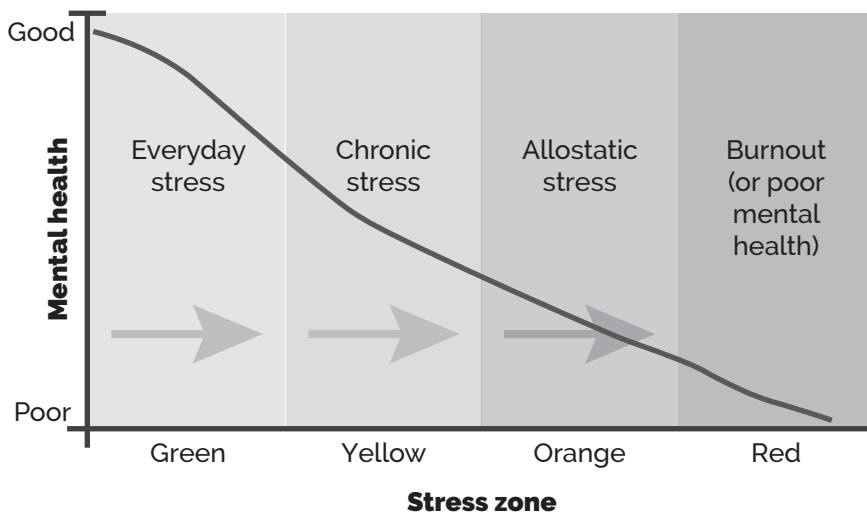


Figure 3.3 four phases of the stress cycle

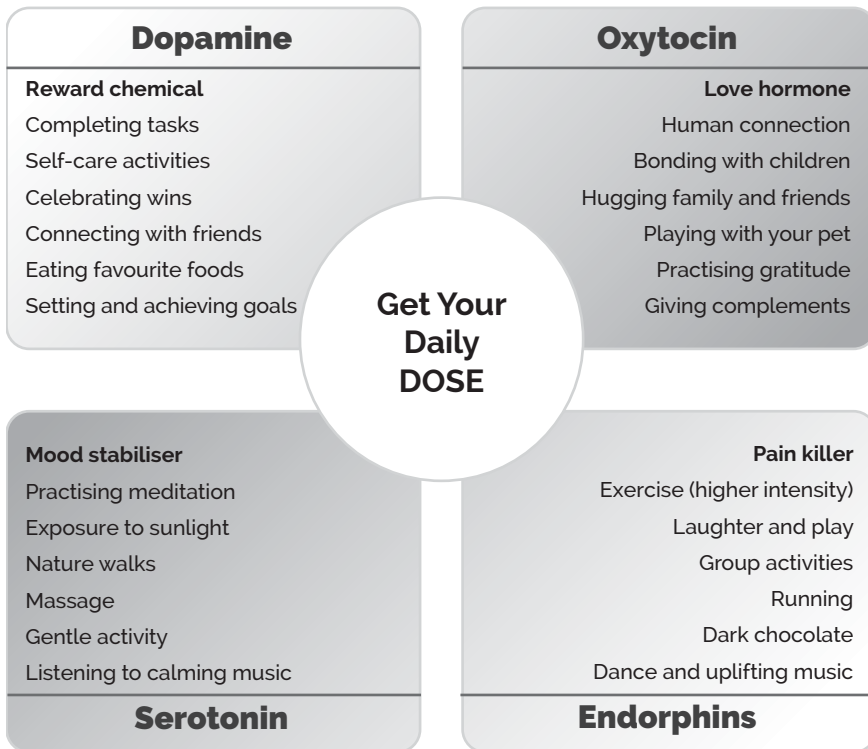


Figure 8.1 your daily DOSE of happiness

Hide a special note for your partner in their bag or wallet for them to find during their workday.	Let somebody in front of you in a traffic jam.	Send a care package to somebody who might be struggling.
Surprise somebody you have not spoken to for years with a call.	Leave a coffee for a colleague and write a nice message on the cup or lid.	Volunteer at a place you feel passionate about helping.
Bake some extra muffins and share them around at work or give them to neighbours.	Give somebody your parking spot.	Forgive an old grudge.
Share a smile or spark up a friendly conversation with a shop owner.	Collect unused blankets, jackets and warm clothing to give to a shelter.	Hand out letters or cards of praise and appreciation to your team at work.
Surprise your child with a special treat and note in their lunchbox.	Treat yourself to a day off doing something you love without feeling guilty.	Give away old books, toys and games to somebody who will appreciate them.

Figure 8.2 random acts of kindness



Figure 9.2 a balanced wheel of life