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| Key Terms | Answer | Definitions |
| Job Burnout | 4 | A form of extreme stress where you lack motivation and no longer have the desire to work |
| Negative Stress | 6 | Unproductive stress that affects your mental and/ or physical health |
| Positive Stress | 5 | Productive stress that provides strength to accomplish a task |
| Procrastination | 1 | Putting off tasks until a later time |
| Stress | 3 | A body’s reaction to tense situations |
| Time management | 2 | How you manage your time |

Think Like a boss

1. You have noticed that an employee is frequently calling in sick and appears agitated when at work. What do you do? I would sit down with the employee and address the issue at hand. In my experience it’s difficult to help someone who is not willing to get help, if they are willing I would have them reach out to our employee assistance program. We would also address the possibility job burnout. If possible we would see about reassigning the employee, unfortunately however if we are unable to improve they would have to eventually be let go as there behavior could negatively impact others.
2. You have just become the supervisor for a new department. What can you do to make the department and its employees more organized? Discuss appointment tools, necessary equipment, and software. If the department’s function allows for it I would have them use a shared calendar either digital or a physical calendar. This would be for managing time off, shifts, and upcoming events. At the end of shifts I think it would be beneficial to have employees identify tasks they know will need to be done the next day. The idea here would be that that this task list will be used for a high level to do. Of course new things will come up or occur but that to do list will be a good jumping off point.

3.1

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| List three tome waters from your time log |
| 1) Looking at craigslist |
| 2) Playing with Cat or Dog during work day |
| 3) Going through spam emails |

3.2

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| 1. High Blood pressure | 4. Anxiety |
| 2. If the stress stems from work you may lose interest or desire to do your job | 5. Depression |
| 3.Headaches | 6. Physical Tension |

3.3

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| Tools |
| 1. We use a program that tracks the time spent on tasks. |
| 2. An app called forest, that grows a virtual forest of trees as long as you aren’t using your phone for the set amount of time |
| 3. Apple’s calendar app helps track high level things to do |
| 4. Notebook is an app where I can right out all my tasks to do an organize them by subject or class |
| 5. Alarmed is an app that Alerts me of tasks that need to be on a reoccurring schedule. |

3.4

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| Time of Day | Food | Mood/Situation | Was it Nutritious? |
| 7:30 | Cereal w/ Milk | Neutral | Not really |
| 10:30 | Granola Bar | Hungry/ Loss of focus | Yes |
| 12:40 | Chicken Wrap | Hungry | Yes |
| 4:30 | Goldfish | Distracted | No |
| 6:00 | Chicken wings and Mac a Roni | Hungry | Yes |