

## **ANNEXURES**

## ANNEXURE A: STRESS QUESTIONNAIRE

### Pre-test / post-test (1)

#### **Stress Management: How do you manage personal stress?**

Every person responds to a new or difficult situation, in a unique way. How do you manage your stress in your life? Find out by completing the following assessment.

**Instructions:** For each of the statements below, rate yourself on the following scale.

5 = always; 3 = usually; 1 = seldom

- 1. I manage my time effectively.
- 2. I use assertive statements to protect my right to say "no" to others.
- 3. I regularly share my feelings with someone close to me.
- 4. I do volunteer work that is meaningful to me.
- 5. I eat a balanced diet with lots of fresh fruits and vegetables.
- 6. I do exercise at least three times each week.
- 7. I practice relaxation techniques daily.
- 8. I avoid unhealthy habits (eg. smoking or alcohol abuse) for coping with stress.
- 9. I spend some leisure time in a place where I have a complete change of scenery.
- 10. I have talked to my boss about my work commitments and expectations.
- 11. I have talked to members of my household to divide responsibilities.
- 12. I get 6-8 hours sleep every night.

**Total:** \_\_\_\_\_

**Scoring and interpretation:**

Total your score and write it on the line above.

A score of 50-60 indicates that you are doing the right things to manage your stress levels.

If your score is between 36 and 49, you are taking many steps to manage your stress, but there is more you can do. Rethink your priorities.

If your score is 35 and lower, you are pointing yourself the direction of health problems and relationship problems at home and at work. You need to make some adjustment in your lifestyle.

(Burn & Payment, 2000:159 –160)

## ANNEXURE B: BURNOUT QUESTIONNAIRE

### Pre-test / post-test (2)

#### **Burnout: Are you a candidate for job burnout?**

Check the likelihood of your burning out on the job by taking the following assessment.

**Instructions:** On the line preceding each of the following statements, rate yourself according to the following scale.

5 = always; 4 = usually; 3 = about half the time; 2 = infrequently; 1 = almost never

- 1. I am tired and exhausted when I get up on workdays.
- 2. I have trouble getting to sleep, waking up or both.
- 3. I am increasingly frustrated, impatient and irritable at work.
- 4. I have work on my mind even when I am not at work.
- 5. I am under appreciated (under valued) at work.
- 6. I have difficulty making small decisions at work.
- 7. I procrastinate more than in the past.
- 8. I make small mistakes in everyday tasks.
- 9. My loved ones tell me I am too intense.
- 10. I am in a bad mood more that in a good mood.
- 11. I am too busy to sit down and enjoy a meal with friends.
- 12. I am too busy for leisure activities.
- 13. It is difficult to make small talk with people I formerly enjoyed being with.
- 14. I often loose my personal possessions such as keys and glasses.
- 15. I seem to have lost my perspective.
- 16. I am overwhelmed by all the responsibilities I have.
- 17. I have insomnia, headaches, hypertension, rashes or digestive problems.

\_\_ 18. I use alcohol, pills, chocolate or ice cream to help me cope with stress.

\_\_ 19. I wonder if there is any point in living like this.

\_\_ 20. I have fantasies about getting away from it all.

**Scoring and interpretation:**

Total your score and write it on the line above.

A score of 39 or less indicates that you are successfully avoiding burnout.

If your score is between 40 and 59, you managing your job stress well only some of the time. At other times you are compromising your health and well-being.

If your score is between 60 and 79, you are in the burnout danger zone.

If your score is over 80, you are already in trouble and you know it.

(Burn & Payment, 2000:37–38)

**ANNEXURE C: CHECKLIST – CAUSES OF STRESS**

To determine the causes of your stress, read through the following statements and decide up to which degree each one creates stress for you, indicate your score for each statement on your answer sheet.

<b>0</b> Causes no stress	<b>1</b> Causes a little stress	<b>2</b> Causes moderate stress	<b>3</b> Causes much stress	<b>4</b> Causes extreme stress	
<b>1. FAMILY STRESSORS</b>					
1. Marriage or serious relationship	0	1	2	3	4
2. Marital problems	0	1	2	3	4
3. Divorce	0	1	2	3	4
4. Marriage reconciliation	0	1	2	3	4
5. Disciplinary problems with children	0	1	2	3	4
6. Sexual problems	0	1	2	3	4
7. Addition of new family member	0	1	2	3	4
8. Lack of effective communication between family members (husband/ wife or parent/ child)	0	1	2	3	4
9. Problems with extended family members	0	1	2	3	4
10. Serious illnesses in family	0	1	2	3	4
11. Death of spouse	0	1	2	3	4
12. Pregnancy – self/wife	0	1	2	3	4
<b>2. WORK STRESSORS</b>					
1. Unemployment	0	1	2	3	4
2. Retirement	0	1	2	3	4
3. Started with a new career/ position	0	1	2	3	4
4. Incomplete job description	0	1	2	3	4
5. Too high workload, too busy	0	1	2	3	4
6. Too high work demands	0	1	2	3	4
7. Retrenchment	0	1	2	3	4
8. Disciplinary conduct/ serious warnings given by supervisor	0	1	2	3	4
9. Slow tempo of promotion	0	1	2	3	4
10. Having relationship problems with colleagues	0	1	2	3	4

11. Problems with authority structure/ management	0	1	2	3	4
12. Lack of positive feedback by managers	0	1	2	3	4
13. Boring routine work	0	1	2	3	4
14. Irregular working hours	0	1	2	3	4
15. Difficulty in deciding about your career future	0	1	2	3	4
<b>3. SOCIAL AND INTERPERSONAL STRESSORS</b>					
1. Trouble with making friends/ too few friends	0	1	2	3	4
2. Lack of satisfactory, significant human relationships	0	1	2	3	4
3. Feelings of inferiority (minderwaardigheid) opposite friends	0	1	2	3	4
4. Experience social isolation	0	1	2	3	4
5. Feels like a victim of ethnic, racial, religious or sexual preferences	0	1	2	3	4
6. Death of a personal friend	0	1	2	3	4
7. Termination of a significant friendship	0	1	2	3	4
8. Friends live far away	0	1	2	3	4
9. Victim of crime	0	1	2	3	4
10. Relationship problems with friends	0	1	2	3	4
11. Live alone	0	1	2	3	4
<b>4. ENVIRONMENTAL STRESSORS</b>					
1. Noisy, unfriendly neighbours	0	1	2	3	4
2. Problems with municipal services	0	1	2	3	4
3. Lack of relaxation facilities	0	1	2	3	4
4. Overpopulated housing conditions	0	1	2	3	4
5. Poor housing accommodation	0	1	2	3	4
6. Noise (traffic, aeroplanes, trains, factories)	0	1	2	3	4
7. Pollution	0	1	2	3	4
8. High crime and vandalism in the neighbourhood	0	1	2	3	4
9. Construction in the neighbourhood	0	1	2	3	4
10. Ethnic or racial conflict	0	1	2	3	4

<b>5. FINANCIAL AND LEGAL ASPECTS</b>					
1. Cash flow problems	0	1	2	3	4
2. Loss of income	0	1	2	3	4
3. Increased expenses	0	1	2	3	4
4. Purchasing of expensive material (house, vehicle, furniture)	0	1	2	3	4
5. New bond/ loan	0	1	2	3	4
6. Slight infringement (parking ticket)	0	1	2	3	4
7. Participation in court cases/ court procedures	0	1	2	3	4
8. Imprisonment/ suspended sentence	0	1	2	3	4
<b>6. CHANGE STRESSORS</b>					
1. Change in health of family member	0	1	2	3	4
2. Change in to a new type of work	0	1	2	3	4
3. Change in marital status	0	1	2	3	4
4. Change in working hours/ work conditions	0	1	2	3	4
5. Change in residential situation	0	1	2	3	4
<b>7. PHYSICAL STRESSORS</b>					
1. Excessive alcohol use	0	1	2	3	4
2. Excessive usage of tranquillizers	0	1	2	3	4
3. Excessive usage of caffeine	0	1	2	3	4
4. Excessive smoking	0	1	2	3	4
5. Irregular eating patterns	0	1	2	3	4
6. Irregular sleeping patterns	0	1	2	3	4
7. Regular infections	0	1	2	3	4
8. Very unfit due to lack of exercise	0	1	2	3	4
9. Overweight/ under weight	0	1	2	3	4
10. Recent operation	0	1	2	3	4
11. Injuries	0	1	2	3	4



12. Discomfort due to chronic pain	0	1	2	3	4
13. Acute/chronic diseases	0	1	2	3	4
14. Lack of sexual interest	0	1	2	3	4

**(Compiled from: *Auerbach & Gramling, 1998; Brehm, 1998*)**