

HILLARIE KAY

UNLOCK

**YOUR POTENTIAL
AT WORK**



**A BEGINNER'S GUIDE
TO USING THE ENNEAGRAM**

Hey There!

Thank you for requesting a free chapter from my new book *Unlock Your Potential At Work*. My name is Hillarie Kay. I'm an Enneagram Coach, Speaker and Trainer. From business owners and startups to corporations and nonprofits, I help my clients build sustainable business strategies using the Enneagram to reduce overwhelm, avoid burnout, and increase the quality of both internal and external communication.

If you are anything like me, you've taken a variety of personality assessments at one point or another. Maybe it was Myers Briggs, StrengthsFinder, or DISC.

When I took those, each assessment provided value and insight, but I never felt they truly captured me entirely. I wanted insight into why I do the things that I do, not just what I do. And then I found the Enneagram.

Brought to the United States in the 1970s, the Enneagram went beyond my strengths and weaknesses. It showed me a comprehensive look at my internal operating system. The assessment dove deep into my motivating factors, fears and core desires for my life and career. It was also unique in that it highlighted the changes in my personality during my most stressful moments, and moments of being in the flow, as well as how I best made decisions and took action.

The Enneagram is internally focused. It provided me with an understanding of myself, as well as those around me. The results went beyond strengths and weaknesses.— They helped me to create more space for empathy and compassion in my actions and communication.

Improving communication with ourselves and others begins first with self-awareness of our internal operating system. Only then can we understand how it affects our external actions. I personally believe the Enneagram does the best job of this, solidifying it as a valuable tool for business and workplace development.

If you don't yet know your type, there are a variety of free assessments out there, but if you're really serious about using the Enneagram to unlock your potential at work, I highly recommend taking the RHETI (Riso-Hudson Enneagram Typing Indicator) on www.EnneagramInstitute.com. If you are looking for a free version to get started, head over to truity.com.

I also provide one-on-one typing sessions. Whether you don't know your type at all, need to find clarity in your subtype, or think you've been mistyped... this one-on-one session will increase your knowledge on how to harness all of your unique personality traits. All sessions are privately held via zoom. More information at Hillariekay.com/typing

You're about to jump into Chapter 4 of my book, *Unlock Your Potential at Work: A Beginner's Guide to Using the Enneagram*. This is 1 of 8 chapters in this easy to grab work resource for personal and professional development. So if you enjoy, there is definitely more where that came from! You can purchase the full book at UnlockYourPotentialAtWork.com.

Cheers to Success!
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“Emotional intelligence is a journey, really like a continuous journey all throughout our lives. It really increases with conscious effort. We grow in our emotional intelligence, despite aging, up to a certain point, but identifying my Enneagram type, has been life-changing because it created more self-awareness for me, which is the foundation of emotional intelligence. We have to be self-aware to grow in our social awareness, in all of our relationships and how to manage our emotions in an effective and healthy way. Working to identify my Enneagram type brought peace to me of like, okay, this is who I really am.”

Katie, Type 9

Chapter 4

Fighting Burnout

In Chapter 1, I mentioned that understanding your line of stress on the Enneagram diagram can help to avoid burnout.

But what is burnout?

According to an article by HelpGuide.org, burnout is “a state of emotional, physical, and mental exhaustion caused by excessive and prolonged stress. It occurs when you feel overwhelmed, emotionally drained, and unable to meet constant demands.”

Burnout is something we all experience at one point or another. Whether you're a business owner, head of a company or a key team member. Burnout is real and can happen more often than not if we don't become carefully aware of the emotions and actions that lead us there.

Don't take my word for it, look at these stats:

According to the Harvard Business Review in their article entitled, “What Makes Entrepreneurs Burn Out?” by Eva de Mol,

Jeff Pollack, and Violet T. Ho “Entrepreneurs are more at risk of burnout because they tend to be extremely passionate about work and more socially isolated, have limited safety nets, and operate in high uncertainty.”

In the article, they quoted a study from 2017 that said, “78% of startup owners (businesses less than two years old) report burnout. That percentage increases as the business ages. Businesses from years 2 to 10 experience the highest burnout, at 86%.”

Additionally, an article published by Vantage Circle quoted a study from Gallup, an American analytics and advisory company based in Washington, D.C., that said “out of 7,500 employees [surveyed] 23% reported burnout. 63% of employees are more likely to call in for sick day leaves if they are facing burnout at work or are facing personal issues. And even if they do not call in for leaves, their performance is likely to reduce by 13%.”

Do these statistics shock you? At first, they shocked me too. But after years of working with business owners and teams it became clear to me that we just aren’t taught how to avoid burnout.

What causes burnout and can we prevent it? What is the path that leads to this state of emotional, physical and mental exhaustion and can we learn to interrupt that path? Yes!

I believe the reason for this burnout epidemic is that we don’t know how to best operate for our unique personalities nor to recognize the signs our bodies give us to slow down and interrupt the path.

So let’s take a look at how the Enneagram can help you stop burnout before it happens, or reduce it and turn the tables back to a path of growth.

The key factor in burnout is stress, both professionally and personally. Here is a breakdown of where each type goes to in stress.

Type 1 -> Type 4

Type 2 -> Type 8

Type 3 -> Type 9

Type 4 -> Type 2

Type 5 -> Type 7

Type 6 -> Type 3

Type 7 -> Type 1

Type 8 -> Type 5

Type 9 -> Type 6

An important thing to remember about stress lines is that when you go to your stress type, you tend to only pick up the more challenging attributes of that type. Additionally, since your internal operating system isn't wired to deal with those attributes on a regular basis, you will find them exaggerated. For example, a type 1 is used to battling perfection and the stress that it can cause in their life. Their body is naturally able to better cope with those feelings. In opposition, a type 7 who goes to a type 1 in stress, does not have the innate ability to cope with the emotion that perfection can bring, making burnout more likely.

The following are a few signs and emotional cues to help each

type recognize when they're heading toward burnout.

Type 1: You are easily angered at minor inconveniences and feel as though no one understands what you're going through.

Emotional Cues: moody, drained, more emotional than usual

Type 2: You begin to feel controlled by your life or job, and can't remember the last time you did something for yourself without anyone else benefitting.

Emotional Cues: demanding, aggressive, unapproachable

Type 3: You start "numbing" to avoid the feeling of not being good enough. Things like zoning out on your phone, mindlessly binge watching television, etc.

Emotional Cues: melancholy, ambivalent, ignorance is bliss

Type 4: You start hyper-focusing on the problems of those around you to help you feel a sense of purpose from others needing you.

Emotional Cues: resentment, self-pity, neglecting yourself

Type 5: You become easily distracted and are unable to focus.

Emotional Cues: scattered thinking, directionless, critical

Type 6: You become too focused on a project and neglect everything else in your life.

Emotional Cues: high energy followed by a crash, self-critical, workaholic

Type 7: You begin experiencing feelings of perfectionism or believe there is only one "right" way to do things.

Emotional Cues: rigid, anger, perfectionism

Type 8: You withdraw from others and neglect your own well-being.

Emotional Cues: in your head, anti-social, quiet

Type 9: You experience increased worry and become more reactive than thoughtful

Emotional Cues: anxious, scattered, hesitant

Once you notice these behaviors, you can then employ these tips to help you head back to integration.

Type 1: Focus on happy emotions and participate in spontaneous activity. This could mean stepping away from work (completely) for a day to do something that brings you joy.

Type 2: Turn your focus inward to the needs of yourself just as much as the needs of others. When you are healthy, self-care should be a top priority.

Type 3: Think about all sides of the situation and lean into the operations and strategy behind it. See the task or project all the way through, even if you think it will fail. Don't "abort the mission"- trust yourself and the plan you created.

Type 4: Take time to step back in order to be more objective. Separate your feelings from the situation and focus on the task at hand. For example: write out a "feeling dump" in a journal before heading back to your task.

Type 5: If possible, step into a more leadership focused role and take on more challenges. You might find yourself coming out of

your shell more when in an integrated state.

Type 6: Use deep breathing and mindfulness to embrace going with the flow. Recognize and name all of the things that are going well in your life or business.

Type 7: Focus on redirecting your desire from multitasking to finishing a single project. Key into the projects you are truly passionate about rather than the next shiny object.

Type 8: Put emphasis on being comfortable with your feelings and embracing a spirit of giving. You can embody this by focusing more on helping others than being “right.”

Type 9: Take hold of your confidence. Instead of worrying what people think and how you might be understood by them. Be present in the moment and speak your truth. When you are healthy you will be ready to tackle new goals with fresh perspective and zeal.

As you use the Enneagram more in your self-development journey, these strategies to keep stress at a distance will become easier. Change won't happen overnight, but this awareness will soon help you take important action to unlock your potential at work. We will learn more about turning this awareness into action in Chapter 7.