

## Managing Burnout at a glance

### Adopt Healthy Habits

Get plenty of rest, eat right, and stay physically active. Healthy habits give you the energy to deal with life's demands.

### Start Your Day With Rituals

Make time in your morning routine to spend 15 minutes meditating, doing gentle stretches, or reading something inspiring.

### Make Your Workday Easier

Focus on your value – no matter what your job title, you're important to the success of the Department.

### Nourish Your Creative Side

Outside of work, spend time on a favorite hobby or start a fun project. At work, look for opportunities to take on special projects or new challenges.

### Use Mood Boosters

Display items in your work area that are relaxing or bring you pleasant thoughts. Find ways to break up your work routine whenever you're feeling pressured or overloaded.

### Be Proactive

Reevaluate your goals and priorities, and reduce your commitments – learn to say "no." Give yourself a break by taking vacation days and little breaks every day to re-group, re-energize and unwind.

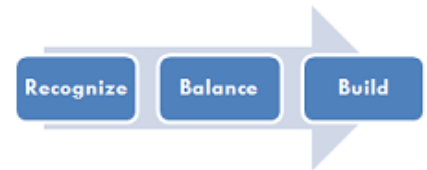
Studies show that 77% of American workers feel burned out on the job and 50% of workers feel a great deal of stress on the job.

These statistics reflect the pressures employees are under to be productive in increasingly competitive work environments. Longer work hours, increased workload, and having to put personal responsibilities or plans second to work demands can easily lead to burnout.

**Job Burnout** – A response to prolonged work related stress and emotional exhaustion; it can be physical, behavioral or spiritual. If left untreated, burnout can leave you feeling drained, powerless and hopeless.

**Causes of Burnout** – There are many factors that cause burnout including but not limited to:

- Having perfectionist tendencies; nothing is ever good enough
- A pessimistic view of yourself and the world
- Unclear work requirements, or expectations that are hard to understand or overly demanding
- High-stress times with no down times, longer hours, and intense workloads
- Inability to control outcomes
- Big consequences for failure
- Lack of recognition or meaningful feedback
- Working in a chaotic or high-pressure environment



**Five Warning Signs of Burnout** – If you're experiencing these signs, take action to manage potential burnout:

1. Your co-workers are walking on eggshells – cranky and irritable with co-workers you usually get along with.
2. You dread coming to work – come in late and want to leave earlier, and counting the minutes until the end of the day.
3. Apathy has replaced enthusiasm – no motivation, no sense of accomplishment, and no pride left for a job well done.
4. You've lost camaraderie with co-workers – no longer interested in networking or socializing in or out of the office.
5. You're feeling physically sick – always exhausted, have headaches, feel tension in your muscles, and have trouble sleeping.

**Remember:** Burnout is not an overnight occurrence. Recognizing the causal factors in your own life as well as any potential warning signs is a powerful first step to striking balance and building on strategies to manage burnout.

#### References:

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- Turkington, C.A. (1997). *Stress management for busy people*. New York, NY: McGraw-Hill.