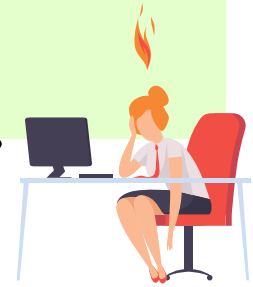


# Burnout

## MANAGEMENT PLAN



I need to focus on (circle): PREVENTION, RECOVERY, or BOTH

### CAUSES

The top two causes of burnout I relate to:

- 1.
- 2.

### PREVENTION



Meetings, Deliverables, Emails, Notifications, Environment, Time Boundaries, Deep work, Mental Health Advocacy

What are the top two areas in which I can exert more control?

- 1.
- 2.

### RECOVERY

What two burnout recovery activities will I try?

- 1.
- 2.



### PURPOSE

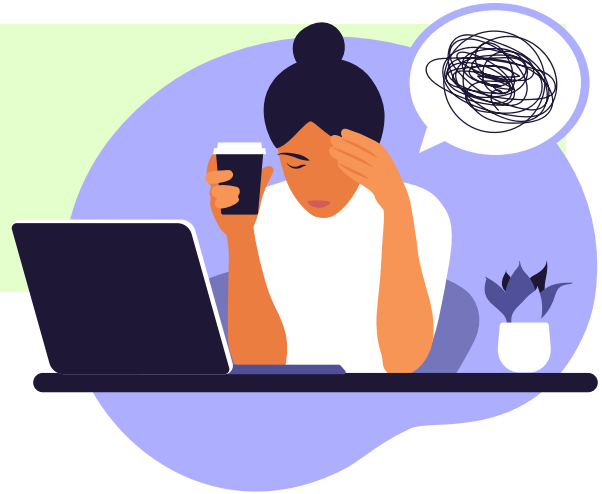
What do you find meaningful about your work?

### SOCIAL SUPPORT

Who is your support team? How can you strengthen these relationships?

---

# Burnout SIGNS



## EXHAUSTION

Feelings of energy depletion or exhaustion; having low energy and/or trouble sleeping; experiencing frequent physical complaints such as headaches, illness, backache

## CYNICISM

Increased mental distance from your job or feelings of indifference, negativity, and cynicism related to your job; dreading going into work and wanting to leave once you're there

## REDUCED PROFESSIONAL EFFICACY

Feeling less satisfied with past and present accomplishments, and feeling less confident in your ability to be effective at work; pulling away emotionally from your colleagues or clients



## and Causes

- Unsustainable workload
- Perceived lack of control
- Insufficient rewards for effort
- Lack of a supportive community
- Lack of fairness
- Mismatched values and skills

# Burnout PREVENTION



- **Meetings** - Which are really necessary? Which can be shortened or video optional?
- **Deliverables** - What must be prioritized and what can be postponed or eliminated?
- **Emails** - Can you check emails only at certain times of day?
- **Notifications** - Can you turn off push notifications and lessen interruptions?
- **Environment** - Can you use a “do not disturb” sign in your home or open-office?
- **Time boundaries** - What boundaries do you need to create to support your life outside of work?
- **More deep work** - How can you and your team create more blocks of deep focus?
- **Mental health advocacy** - How can you advocate for more mental health support in your organization?

## & RECOVERY

- **Relaxation** - Examine internal beliefs around achievement and productivity. Give yourself permission to relax and just “be.”
- **Mastery** - Practice something unrelated to work that you enjoy, such as learning a new sport, language, or instrument.
- **Control** - Reassert your ability to control your attention and what you focus on. Only you control your outlook and where you spend your time.
- **Psychological detachment** - A form of controlling your attention - purposefully giving yourself a mental break from thinking about work.

