

- ✓ Determine what's actually urgent. Set less urgent tasks aside for later. This will increase your productivity and help you feel more organized.
- ✓ Build community with coworkers. Build relationships with positive people who inspire and motivate you.
- ✓ Note your negativity. Focus on what you can change, not on what you can't.
- ✓ Engage new passions. Look for a new hobby or reignite a forgotten interest.
- ✓ Unplug your devices. Maintain a clear distinction between work and home. Avoid checking office emails, voicemails, and logging in to work when you're not at work.
- ✓ Practice self-care. Taking care of yourself will bring you more energy and increase your productivity. Get rest, exercise, and good nutrition.

KEEP IN MIND

If you think you're experiencing burnout, don't ignore the signs. Reach out to your doctor or a mental health professional before you feel worse.



Avoiding Burnout
Health & Wellness

Avoiding Burnout

Whether we love our jobs or not, we're susceptible to burnout.

Burnout is a constant feeling of physical, mental, or emotional exhaustion and pessimism in the workplace. And it usually results in a decline in job performance and passion.

TRIGGERS

There are many causes for burnout, including:

- **Limited or no control.** Your schedule or job requirements are determined for you without your input or you lack sufficient resources to properly do your job.
- **Expectations.** Unwritten, unclear, or impossibly high expectations cause confusion and stress.
- **Job mismatch.** Working in a position not suited for your skillset or interests.
- **Social dynamics.** An introvert working in a social environment. An extrovert working in isolation.
- **Values.** Differences in convictions or a clash in business ethics.
- **Feeling out of balance.** Feelings of resentment when your job eats up too much energy and time and takes away from family or social events.

SYMPTOMS AND SIGNS

If you're wondering if you're dealing with burnout, here's a quick way to check.

Are you having any of these symptoms?

- anxiety
- depression
- digestive problems

- weight fluctuations
- changes in sleep

Would you answer "yes" to any of these questions?

- Do you dread coming back from vacation?
- Are you experiencing interpersonal problems at work and home?
- Are you irritable and impatient?
- Do tasks you once enjoyed no longer excite you?
- Is concentrating on assignments difficult?
- Do you have a negative attitude toward your coworkers and your performance?

PREVENTION

- ✓ Burnout is preventable. Here are some ways to help:
- ✓ Take small breaks. Concentration wanes after a while.
- ✓ Evaluate and prioritize your time. Efficiency doesn't necessarily equal effectivity. Figure out how you're using your time, where and when you're most productive, and how that affects the quality of your work.
- ✓ Set vacations in stone. Plan a trip away. Or consider a "staycation" for rest and relaxation.
- ✓ Reward yourself weekly. You'll be more motivated when you regularly have something fun to look forward to.