



# Preventing Burnout Participant Workbook

## Introduction and disclaimer



Revolution Company



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# Objectives



## Objectives

### This training is designed to help you:

- Define “burnout”
- Identify the causes and consequences of burnout
- Learn strategies for preventing and overcoming burnout
- Master an effective stress management technique

### What would you like to get out of today’s presentation?

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# Defining burnout

## Defining burnout

A state of physical, emotional or mental exhaustion, combined with:

1. Doubts about your competence
2. Doubts about the value of your work



Do you think you, or someone close to you is experiencing burnout?

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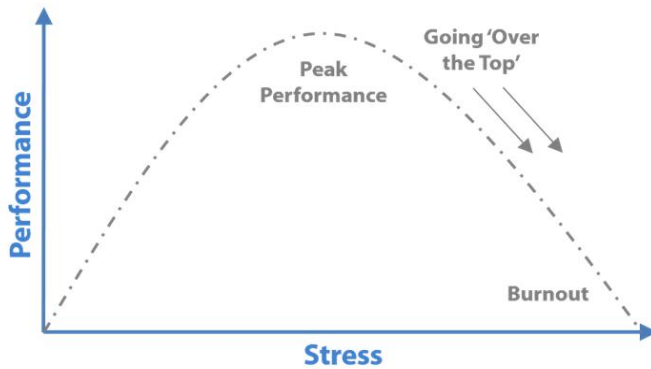
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# Impact of stress



Where do you see yourself on the scale currently?

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## Who is at risk?



- You lack a reasonable balance between your work life and your personal life
- You try to be everything to everyone
- You work in a helping profession, such as health care, counseling or teaching
- You feel you have little or no control over your work
- Your job is monotonous

## Are you at risk for burnout?

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# Self-assessment

## Self-assessment

- Have you become cynical or critical at work?
- Do you have to drag yourself to work?
- Have you become irritable or impatient?
- Do you lack the energy to be productive?
- Do you lack satisfaction from your achievements?
- Do you feel disillusioned about your job?
- Are you using food, drugs or alcohol to cope?
- Have your sleep habits or appetite changed?
- Do you have unexplained physical complaints?

What are some of your warning signs, symptoms or triggers?

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## Causes of burnout



Losing sight of values/passion	Getting “stuck in a rut”	Work/life imbalance
Never taking a break	Lack of self-care and coping skills	Unrealistic expectations
Focusing only on the negative	Lack of control	Relationship mismatch

Do any of these currently apply to you?

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## Consequences of burnout

### Consequences of burnout

Excessive stress	Fatigue	Insomnia	Personal problems
Depression	Anxiety	Alcohol or substance abuse	Heart disease
High cholesterol	Stroke	Obesity	Vulnerable to illness

Are you struggling with some of these symptoms?

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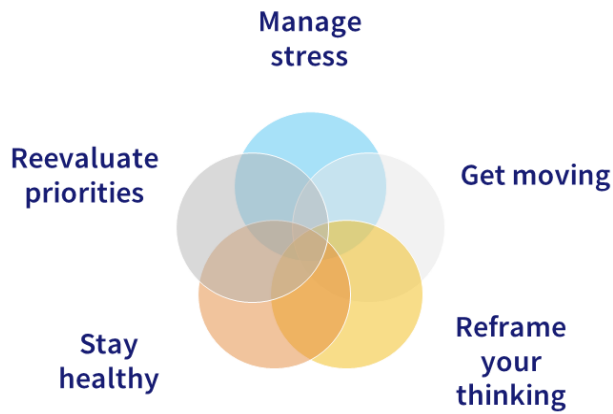
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# Dealing with burnout

## Dealing with burnout



How is this concept working, or not working, in your life?

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## Seek social support



- Reach out to others
- Find a good listener
- Don't worry about burdening
- Try to be sociable
- Expand your social network
- Be helpful to others



### How can this apply in your personal life?

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## Evaluate your options

### Evaluate your options

- Engage in problem solving
- Discuss specific concerns with your supervisor
- Collaborate to find solutions
- Seek a mentor
- Explore opportunities for continuing education or professional development

### How can this apply in your workplace?

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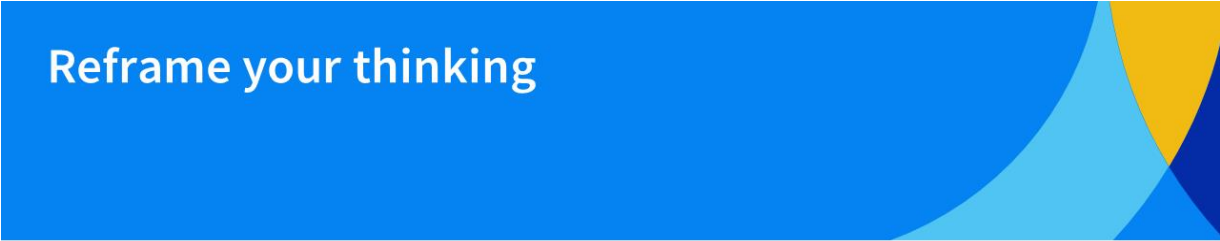
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# Reframe your thinking



- Find value in the work you do
- Focus on aspects of your job that you enjoy
- Find balance
- Make friends at work
- Take time off to recharge

Identify three ways you can apply this concept in your life

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# Eat healthy



- Minimize sugar and refined carbs
- Reduce intake of foods that can negatively impact your mood
- Eat more Omega-3 fatty acids
- Avoid nicotine and drink alcohol in moderation



## How can you eat healthier?

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## Exercise

### Exercise



- Aim for 30 minutes per day
- Take short movement breaks
- Try rhythmic exercise
- Focus on how your body feels

How can you incorporate exercise into your daily routine?

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# Reevaluate priorities

## Reevaluate priorities

- Set boundaries
- Take a break from technology
- Nourish your creative side
- Set aside time for relaxation
- Get adequate sleep



### Who can be a support for you with this?

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## Relaxation exercise



### Deep breathing practice

How do you feel after taking a moment to truly breathe?

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## Signs of success

### Signs of success

You understand that burnout is a consequence of stress

You know the sources of your burnout

You have the tools to overcome burnout

You have more energy and enthusiasm for work and life

What one thing can you begin to incorporate into your daily routine to prevent or recover from burnout?

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# Interactive toolkits



### Mindfulness

[www.mindfulness.tools](http://www.mindfulness.tools)

Practical tools and exercises for incorporating mindfulness into everyday life.

### Resiliency

[www.resiliency.tools](http://www.resiliency.tools)

Skill development resources to help you 'bounce back' from challenging situations.

### Meditation

[www.meditate.tools](http://www.meditate.tools)

Easy-to-use collection of resources that includes guided meditations, tip sheets and more.

### Sleep fitness

[www.sleepfitness.tools](http://www.sleepfitness.tools)

Information and resources to help you learn good sleep habits and achieve healthy sleep.

## Which toolkit do you want to visit first?

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# What is SupportLinc?

## What is SupportLinc?

The SupportLinc Employee Assistance Program (EAP) is a health benefit, separate from your medical insurance, offered by your employer to help you manage life's daily challenges.

SupportLinc can refer you to professional counselors, services and resources that will help you and your eligible family members resolve a broad range of personal and work-related concerns.

## What services are included? Work-life benefits



### Legal consultation

Free in-person or telephonic consultation with a licensed attorney  
No employment law



### Dependent care referrals

Expert referrals to child and adult/elder care providers, facilities and other resources



### Financial consultation

Expert guidance and consultation from financial professionals



### “Convenience” referrals

Guidance and referrals to a variety of daily living resources: home improvement, entertainment services, pet care, auto repair, wellness, travel, handymen, volunteer opportunities etc.



### Identity theft consultation

Free consultation with an identity theft recovery professionals  
Tailored recovery action plan



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# Getting started

## Getting started



**Call:** 1-888-881-LINC (5462)



**QR Code:**



**Visit:** [www.supportlinc.com](http://www.supportlinc.com)



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Support for everyday issues. Every day.



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## Additional resources

It's common to feel “run down” after a busy period, like the holiday season, end of the year, end of a school year, end of the quarter, tax season etc. If you are finding it difficult bounce back and settle into normal routines, however, you may be experiencing burnout. And you are not alone – surveys across the globe indicate a steady increase of mental health issues brought on by the COVID-19 pandemic, work-related pressures, social unrest, the political climate or other personal challenges.

Caused by long-term, unresolved stress, burnout is a persistent change that begins to impact your enjoyment, experiences and presence at work and at home. You may feel unusually pessimistic, begin to miss activities, start to detach in personal relationship and suffer depleted energy levels.

There are five common stages of burnout:

- **Stage 1 – the honeymoon.** Starting a new task is typically accompanied by energy, creativity and commitment. Despite this excitement, you may begin to experience common stressors in this first phase of burnout. Regular use of positive coping strategies, such as mindfulness techniques and resilience boosters, can help you continue in the honeymoon phase indefinitely.
- **Stage 2 – the onset of stress.** When you become aware that some days are more difficult than others, you are entering the second phase of burnout. You may feel less optimistic and develop common stress symptoms such as high blood pressure, an inability to focus, flashes of irritability, lower production and lack of sleep or reduced sleep quality. Dedicating time and attention to self-care, including building resiliency skills, starting a meditation practice or improving sleep fitness, can slow and even prevent burnout from developing.
- **Stage 3 – chronic stress.** When you are experiencing stress on an incredibly frequent basis, you may find that the mental and physical symptoms of Stage 2 begin to intensify. Missed work deadlines, persistent tiredness in the mornings, frequent illness and social withdrawal from friends or family are signals that you should explore your EAP resources and access confidential support.
- **Stage 4 – burnout.** This is the stage that is often referred to when talking about burnout. Continuing life as normal may not be possible, and it's vital that you seek intervention from your primary care provider as well as a mental health clinician.
- **Stage 5 – habitual burnout.** In this final stage, symptoms like chronic sadness, depression, mental and physical fatigue, become so embedded in life that a significant physical or emotional problem becomes likely. Though the consequences of burnout can be serious, you can prevent them by taking action in earlier stages to avoid this phase altogether.

Fortunately, if you believe that you are already suffering from burnout, or are on the way to be experiencing, there are a number of steps you can take to address the problem:

- **Set personal and professional goals and priorities.** Use them as a template for how you make decisions about your time and work.



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## Additional resources continued

- **Live a balanced life.** Examine your lifestyle. Are you spending enough time on the people and things most important in your life? Consider taking up a new hobby or class.
- **Determine what you can and cannot control.** And the best place to start is with yourself. Exercise, eat healthy foods, avoid self-medicating, and get plenty of sleep.
- **Learn to set boundaries.** This can include limiting work hours or making sure you take time off for lunch. It can also mean taking all your vacation or not taking work-related calls or checking your e-mail during nights or weekends.
- **It's okay to say no.** If the requests on your time don't match your goals and priorities, politely turn them down.
- **Talk to your supervisor.** Express your concerns, frustrations or suggestions in a constructive way to your supervisor. Share ideas and explore "win-win" opportunities.
- **Revitalize your job.** Find ways to break the monotony and make your job more enjoyable. Change your routine or volunteer for challenging projects. Come to work at a different time or redecorate your cubicle or office.
- **Find a mentor.** Mentors can be a valuable sounding board and source of ideas and advice. Find someone you respect, who has been around the block and shares your values.

For further resources, please go to your portal and use the search bar to type in "Preventing Burnout Flash Course."



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