

Worksheet: How to Avoid Burnout

Feeling occasionally overwhelmed is normal, but there's a problem when you always feel run down, you have trouble focusing, work takes longer than it used to and time off seems like an impossible dream. That kind of busy leads to burnout.

During a recent [online training](#), "Brain Drain: How to Combat Burnout," attendees heard from TJ Espey, a mental health professional, regarding what burnout is, what causes it and how to overcome it.

It's not just stress or weariness, she said. Burnout "is a state of emotional, physical and mental exhaustion caused by prolonged exposure to high levels of stress." Here's how to deal with it.

Causes and Consequences

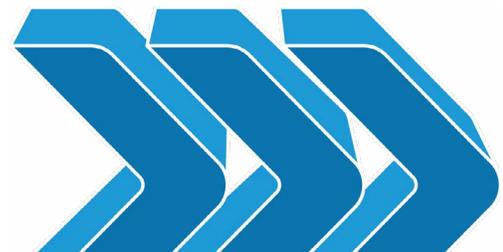
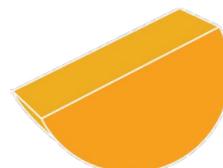
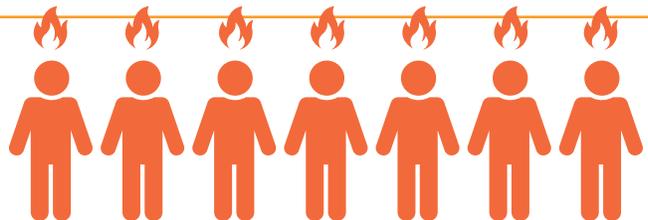
Do you suffer from any of the following causes of burnout?

- Excessive workload
- Inability to delegate
- Trouble managing expectations
- Trust issues
- Complacency
- Career misalignment
- No work-life balance
- Social/external influences

Do you experience any of the typical consequences?

- Persistent exhaustion:** Feeling drained, both mentally and physically, even after a full night's rest.
- Reduced efficiency:** Struggling to concentrate, make decisions and complete tasks efficiently.
- Detachment and cynicism:** A sense of detachment from work and colleagues, and growing cynicism.
- Decreased performance:** Noticeably lower performance and a lack of motivation to achieve goals.

The Mayo Clinic reports that government employees are among the groups at greater risk of burnout, due to the unique pressures they face.



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Physical wellness encourages mental wellness.

How often do you?

	never		sometimes		very often
Stop to regroup.	1	2	3	4	5
Pray and meditate.	1	2	3	4	5
Listen to your body to identify mental blockers.	1	2	3	4	5
Eat a balanced diet.	1	2	3	4	5
Set realistic fitness goals (and follow them).	1	2	3	4	5
Start or continue activities you love.	1	2	3	4	5

Effective Strategies to Combat Burnout

Cultivate a Supportive Culture

How? Foster an open and empathetic environment — i.e., through regular check-ins, peer support programs and mental health resources — where employees feel comfortable discussing challenges and seeking support.

Set Realistic Expectations

How? Help employees prioritize tasks and establish achievable goals, based on available resources and timeliness.

Encourage Work-Life Balance

How? Support flexible work arrangements, encourage employees to take regular breaks and set clear boundaries for after-work communication.

Enhance Professional Development

How? Offer or take opportunities for skill development and career growth to empower employees and keep them engaged in their roles.

Promote Physical Well-being

How? Encourage regular exercise, healthy eating habits and access to wellness programs that can alleviate stress.

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Learn the Power of “No”

Be unafraid to tell other people — bosses and peers — when your workload is at capacity, you don’t have time for a meeting, or you need assistance.

Is saying “no” difficult for you?

yes no sometimes

How come?

What are the most challenging parts of your workday?

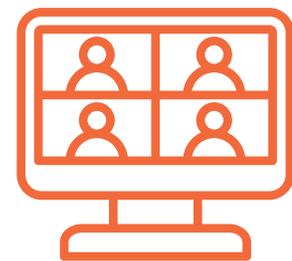
What are the most rewarding aspects of your workday?

If you could change one thing about your job, what would it be?

How long do you envision yourself in your current role?

**“Life is not
measured by
the number
of breaths
we take, but
by moments
that take our
breath away.”**

— Author Unknown



watch the online
training [here](#)