



Causes of Burnout

- Work Causes
 - Lack of recognition
 - Saying yes to everything
 - Monotonous or uninteresting work
 - Dysfunctional office dynamics
 - Too many responsibilities
 - Short deadlines
 - Expectations that are unclear or too high
 - Chaotic or high-pressure environments
 - High demand with low resources
- Lifestyle Causes
 - Poor work/life balance
 - Lack of support system
 - Too many responsibilities
 - Poor sleep patterns
 - Outside pressures
- Personality Traits Prone to Burnout
 - Perfectionism
 - Overly pessimistic
 - Need to be in control
 - High achieving or 'Type A'

Signs of Burnout

- Exhaustion/lack of energy
- Difficulty concentrating
- Appetite changes
- Frequently experiencing illness
- Lack of motivation/feeling apathetic
- Self-doubt
- Negative attitude/irritability
- Self-isolation
- Lowered performance
- Developing negative coping mechanisms

Session Highlights

Causes of Burnout

Signs of Burnout

Preventing Burnout

Burnout Boundaries

Helping Others

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Be seen. Be heard. Belong.



Setting Burnout Boundaries

- Set time limits and stick to work hours
- Separate work and home life
- Take breaks during the day
- Use your vacation time

Do the Small Things

- Set a fun or calming computer background
- Create a fun password that makes you smile
- Add personal touches to your work space
- Keep a Smile File - Save the positive notes that you receive, both physical and virtual to remind you of the good things on bad days

How to Help Your Team Members

- Listen to what they are saying
- Validate their feelings and concerns
- Offer specific help
- Kind gestures
- Find resources for them
- Encourage, compliment, recognize, and thank them
- Have fun!

Preventing Burnout

- Learning healthy stress relief
 - **Box breathing** = breathe in for 4 counts, hold for 4 counts, breathe out for 4 counts, hold for 4 counts
 - **Anchor breathing** = put your hand on your diaphragm to feel your stomach moving as you take deep breaths for 1-3 minutes
 - Meditation
 - Hobbies
- Utilize the Wellness Center
 - Group exercise
 - Built in support system
- Strengthen your body
 - Getting the proper amount of sleep
 - Exercising
 - Nutrition and Hydration
- Determine what matters most for you
 - Set clear/realistic goals
- Try to stay present in the moment, but plan good things in advance to look forward to
- Delegate when possible
- Practice gratitude
- Connections
 - Connect with people who bring positivity to your life
 - Avoid people who only bring negativity
- Ask for help and support
- Work/Life Balance
- Don't compare yourself to others
- Reframe your work
 - 80/20 rule = you spend 80% of your time dealing with the 20% of people who have a negative experience, which makes it hard to remember the 80% of people who are satisfied.
 - Determine what you like about your job and what you can do to make it better

Check Yourself for Burnout

Instructions:

For each question, check the box in the column that most applies. Then add up your score and check your result using the scoring table.

	1 Not at All	2 Rarely	3 Sometimes	4 Often	5 Very Often
I feel run down and drained of physical or emotional energy.					
I have strong negative thoughts about my job.					
I am harder and less sympathetic with people than perhaps they deserve.					
I am easily irritated by small problems, or by my team.					
I feel misunderstood or unappreciated by others.					
I feel like my work responsibilities are unrealistic and I wish I had more support.					
I feel that I am achieving less than I should.					
I am under an unpleasant level of pressure.					
I feel that I am not getting what I want out of my work and I am in the wrong place or the wrong career					
I dread some items on my calendar and put them off as long as possible.					
I find myself with insufficient time to do things I really enjoy.					
I have difficulty falling asleep because I have too much on my mind.					
I have trouble getting out of bed in the morning because I am dreading the day.					
I feel overwhelmed by the amount of work I have to do.					
I find myself becoming forgetful or indecisive, or have trouble concentrating because I have too much on my mind.					
I find that I do not have time to plan ahead as much as I would like to.					
I find that I just don't care about many things anymore.					

Total = _____

Score Interpretation

Score	Comment
17-22	No sign of burnout here.
23-35	Little sign of burnout here, unless some factors are particularly severe.
36-50	Be careful – you may be at risk of burnout, particularly if several scores are high.
51-65	You are at risk of burnout if you do not take steps to do something about this.
66-85	You are at severe risk of burnout – take preventative action now.

- Connect with people

- _____
- _____
- _____

- Reframe your work

- _____
- _____
- _____

- I LOVE my job because:

- _____
- _____
- _____
- _____
- _____

- I can make my job even better by:

- _____
- _____
- _____

- Set boundaries

- _____
- _____
- _____

- Do the small things

- _____
- _____
- _____

