



OCTOBER

Preventing Burnout

Take Control of Your Mental Health in 2020

Burnout is a state of extreme emotional, physical and mental fatigue caused by excessive prolonged stress. Now is the time to stop, breathe, and switch direction by identifying this state and overcoming it to ensure your own happiness and health.

WHAT IS BURNOUT?

Burnout is a result of feeling overwhelmed, emotionally drained, and unappreciated due to one's job, lifestyle, or internal struggles. It can manifest itself through feelings of emptiness, mental exhaustion, lack of motivation, and helplessness. Symptoms of burnout include:

- Exhaustion or Energy Depletion
- Reduced Productivity or Efficacy
- Fatigue and Low Morale
- Decreased Engagement at Work
- Feelings of Negativism or Cynicism
- Short Temper

HOW TO RECOGNIZE BURNOUT

Burnout can be caused by multiple factors including a heavy workload, job insecurity, long work hours, intense pressure, excessive travel, and conflict with co-workers. Recognize the warning signs of burnout, seek support, manage your stress level, and then build up resilience to stress by taking care of your mental and physical health.

HOW TO PREVENT BURNOUT IN THE WORKPLACE

Ongoing burnout can cause serious health repercussions. Without proper management or help, your physical and mental well-being can suffer tremendously. Reducing your job stress is crucial for preventing burnout, so we have outlined some simple ways to get workplace stress under control:

- **Plan & Prioritize** — When you are feeling stressed out, do not panic. Make a list of the tasks you need to complete and set realistic deadlines.
- **Focus on What You Can Control** — You know what your work responsibilities are. Break the larger tasks into smaller, more doable steps.
- **Slow Down** — Rushing through tasks can cause stress and increase the odds of mistakes being made. Take a deep breath, slow down and focus on one thing at a time.
- **Maintain a Good Attitude** — Try to think positively about your workload. Avoid negative thinkers and always acknowledge your accomplishments.