

# WHAT TO DO WHEN FEELING BURNOUT AT WORK

Stress and burnout can significantly impact your health and job performance. If you're feeling overwhelmed and unsure of how to cope, you're not alone! Understanding the symptoms of stress and using effective stress-management strategies is crucial for your well-being and maintaining a productive workplace.

## Recognizing the Signs

- **Stress:** the body's natural response to a real or perceived event/situation/challenge. Symptoms include fatigue, headaches, muscle tension, irritability, difficulty concentrating, forgetfulness, increased heart rate, and sleep disturbances.
- **Burnout:** a state of emotional, physical, and mental exhaustion caused by chronic stress. Symptoms include cynicism, avoidance, detachment, depersonalization, loss of motivation, frequent pain or illnesses, and gastrointestinal issues.



## Action Plan

- **Identify the Causes of Burnout:** Think about what factors may be contributing to burnout, including unclear expectations, a heavy workload, or a lack of fulfillment, support, or resources. This can help create tailored strategies for effective solutions.
- **Effective Communication:** Have an open, honest, and private conversation with your supervisor/manager to share your experience, collaborate on suitable solutions, and monitor well-being.
- **Take Regular Breaks and Use Vacation Time:** Take advantage of opportunities to disconnect from work to physically and mentally recharge.
- **Remember Work-Life Balance:** Recognize and respect your boundaries regarding workload, break periods, and availability to help maintain balance between work and personal lives.

## Additional Stress Management Strategies

While we can't always control stressors, we can control how we respond to them. Remember the basics of sleeping well, eating a balanced diet, staying properly hydrated, incorporating physical activity daily, and engaging in activities or hobbies that bring you joy. All of these practices help to manage your stress level. Taking proactive steps at the onset of burnout can help you regain balance and resilience.