

A TOOLKIT FOR PROFESSIONALS MINDFULNESS AT WORK

Avoiding Burnout

ABOUT BURNOUT

Different from regular stress, burnout is a state of extreme physical and emotional fatigue that's partnered with a sense of hopelessness.

When we're stressed, we might feel like if we just work hard enough, our anxiety or worry will go away. When experiencing burnout, no amount of effort feels worth it.

Burnout occurs when we feel overworked and underappreciated. Perfectionists are also more likely to experience burnout.



Notice what triggers resentment for you at the office.

Seek solutions for anything you're not willing to let go of.

Notice the early signs of cumulative stress, both physical and emotional.

Take breaks before stress gets too overwhelming.

Notice when you're taking on more than you can happily handle

Delegate, say no, and practice letting go of perfection.

- You can ask for a raise and find purpose in your role apart from compensation
- You can want it to get done perfectly and let someone else do it
- You can want to please your supervisor and tell them your workload is more than you can handle
- You can enjoy your coworkers and not want to see them after hours

MINDFUL BOUNDARIES FOR BURNOUT PREVENTION

- ▶ Limit your daily work hours
- ▶ Avoid bringing work home
- ▶ Check email only at work, during work hours
- ▶ Use your paid & unpaid time off before it rolls over or expires
- ▶ Avoid committing to tasks outside your job description
- ▶ Learn to say, sorry. I just have too much on my plate right now
- ▶ Recall not everything needs your urgent attention. Some tasks can be scheduled for a future date