

# Burnout

## MANAGEMENT PLAN



I need to focus on (circle): PREVENTION, RECOVERY, or BOTH

### CAUSES

The top two causes of burnout I relate to:

- 1.
- 2.

### PREVENTION



Meetings, Deliverables, Emails, Notifications, Environment, Time Boundaries, Deep work, Mental Health Advocacy

What are the top two areas in which I can exert more control?

- 1.
- 2.

### RECOVERY

What two burnout recovery activities will I try?

- 1.
- 2.



### PURPOSE

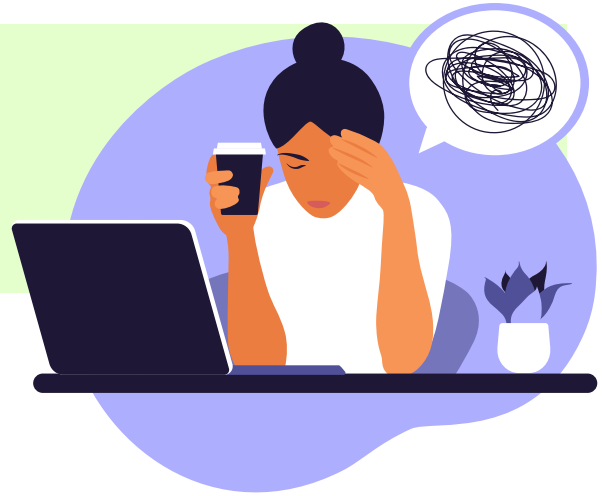
What do you find meaningful about your work?

### SOCIAL SUPPORT

Who is your support team? How can you strengthen these relationships?

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# Burnout SIGNS



## EXHAUSTION

Feelings of energy depletion or exhaustion; having low energy and/or trouble sleeping; experiencing frequent physical complaints such as headaches, illness, backache

## CYNICISM

Increased mental distance from your job or feelings of indifference, negativity, and cynicism related to your job; dreading going into work and wanting to leave once you're there

## REDUCED PROFESSIONAL EFFICACY

Feeling less satisfied with past and present accomplishments, and feeling less confident in your ability to be effective at work; pulling away emotionally from your colleagues or clients



## and Causes

- Unsustainable workload
- Perceived lack of control
- Insufficient rewards for effort
- Lack of a supportive community
- Lack of fairness
- Mismatched values and skills

# Burnout PREVENTION



- **Meetings** - Which are really necessary? Which can be shortened or video optional?
- **Deliverables** - What must be prioritized and what can be postponed or eliminated?
- **Emails** - Can you check emails only at certain times of day?
- **Notifications** - Can you turn off push notifications and lessen interruptions?
- **Environment** - Can you use a “do not disturb” sign in your home or open-office?
- **Time boundaries** - What boundaries do you need to create to support your life outside of work?
- **More deep work** - How can you and your team create more blocks of deep focus?
- **Mental health advocacy** - How can you advocate for more mental health support in your organization?

## & RECOVERY

- **Relaxation** - Examine internal beliefs around achievement and productivity. Give yourself permission to relax and just “be.”
- **Mastery** - Practice something unrelated to work that you enjoy, such as learning a new sport, language, or instrument.
- **Control** - Reassert your ability to control your attention and what you focus on. Only you control your outlook and where you spend your time.
- **Psychological detachment** - A form of controlling your attention - purposefully giving yourself a mental break from thinking about work.



# thrive808



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is an organizational psychologist who takes a research-guided approach to creating organizational resilience. She has worked with Federal and State government agencies, technology startups, private industry and small businesses to create meaningful change. Born and raised in Honolulu, Dana has a PhD in psychology from the University of Hawai'i, a Master's in Applied Positive Psychology from the University of Pennsylvania, and a Bachelor of Science in Foreign Service from Georgetown University.

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## About thrive808

The mission of thrive808 is to contribute to our local community by helping organizations thrive. When individuals and teams within an organization are healthy, happy, and strong, the organization will be too. thrive808 builds organizational resilience from the ground up, using the science of positive psychology to empower individual change.