

Burnout in the Workplace

Tips on Management
and Prevention



KNOW YOUR WARNING SIGNS

Take a minute to recognize your personal warning signs, some of which are listed below:

- ▶ **EMOTIONAL/BEHAVIOURAL SYMPTOMS:** Troubled focus/concentration, constant worrying, anxiety, depression, irritability, feeling hopeless, inability to relax, changes in sleeping/eating patterns, withdrawing from others, difficulty completing tasks/making decisions.
- ▶ **PHYSICAL SYMPTOMS:** Muscle tension, pain, fatigue, low energy, and agitation.



FIND THE SOURCES OF JOB-RELATED AND OTHER STRESSES

Identifying personal and professional stressors in your life is a preliminary step to treating burnout. Aiming to readjust even just one of your identifiable stressors will put you in a better place to overcome all other challenges in your life.



ACT NOW TO MAKE AN IMMEDIATE CHANGE

Do something different; Setting immediate boundaries, distributing workload, and finding solutions to unrealistic expectations are all proactive steps in allowing yourself immediate relief from various stressors contributing to burnout.



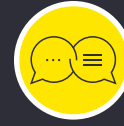
REFRAME YOUR PERSPECTIVE ON WORK

Look for the value behind the work you do; Find ways to get through a day that may seem challenging, such as working alongside a friend, engaging in meaningful discussions, and focusing on social connectedness. Doing so can reframe your attitude towards work and promote long-term engagement.



SET STRONG BOUNDARIES AND LIMITS

Rather than trying to change everything at once, pick one new boundary and practice it daily. Even a small change will have impact on your day, allowing you to realign and achieve your target goals.



CONNECT WITH OTHERS

Having an opportunity to speak with someone (in or outside of work) is a great way to dampen stress. Opening yourself up to others is not a weakness, rather it is an act of empowerment, allowing you to consider different tools, opportunities, and suggestions. Taking a minute to reflect on "connection moments" during your busy day can help remind yourself and those around you how you are feeling.



CONTROL WHAT YOU CAN

Often when we feel distressed, we believe to have lost all control. Rather than blaming external circumstances, try shifting focus to figure out what you do have control over in your life. This can include delegating factors in both your personal and work life, to promote a healthy work-life balance.



TAKE CARE OF YOUR PERSONAL AND HEALTH NEEDS

Our nutrition, sleep, personal needs, and physical health are strongly connected to mental health. Taking charge of our physical and emotional health is necessary to be able to support recovery, reversal, and prevention of burnout.



PRACTICE SELF-COMPASSION

Practice self-compassion to buffer feelings of failure and negative views of yourself. Stop and think- "What would you say to a friend in this situation?" Most likely, you would offer kindness and empathy, rather than pointing to failure. Treat yourself as you would a friend.



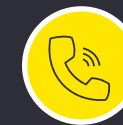
TAKE A LOOK AT ALL YOUR OPTIONS

Take a look at your career goals, discuss with coworkers, managers, and those around you to find out how you can do things differently to prevent burnout.



FIND (OR REMEMBER) WHAT MAKES YOU HAPPY

Rediscover what brings you joy and excitement, both at work and in your personal life. Commit to doing something that brings you pleasure daily- even short periods of positive behaviour can have long lasting effects.



SEEK PROFESSIONAL SUPPORT

Treatment and recovery of burnout demands professional support. Seeking help is the best thing you can do!

management & prevention



MindBeacon recommends these resources to Help You Get Started

The Maslach Burnout Inventory (MBI) is the most commonly used tool to self-assess whether you might be at risk for burnout. To determine the risk of burnout, the MBI explores three components: exhaustion, depersonalisation, and personal achievement.

The Professional Quality of Life Scale (PROQOL) is a self-report measure indicating an individual's level of compassion satisfaction/fatigue, burnout, and secondary traumatic stress.

MindBeacon's insightful article ***Are you suffering from Burnout?*** can help you take the first step in recognizing symptoms and identify warning signs of burnout.

Live Well, Building a better you!

Life's challenges can seem overwhelming – that's why EY provides you with access to several external services and resources to support you and your wellbeing journey. For more information on these resources, visit eylivewell.ca – a one stop shop for everything well being related.

Mental Health Benefit: \$5,000 mental health benefit for all EY staff and eligible dependents

Employee and Family Assistance Program (1-866-392-7478): Confidential, short-term counselling and referral service for you and your family

MindBeacon: Digital Cognitive Behaviour Therapy (CBT) for people with mild to moderate symptoms of depression, anxiety, insomnia, PTSD, panic disorder, health anxiety

Healthcare Online: On-demand healthcare service available 24/7 for your health and wellness needs for all plan members and dependents, deliverable via **Akira by Telus Health app** at no cost to you.

WeCare: At EY, we put caring into action – by being there for someone when we Notice, Ask, Listen, and Act. That is how we can make a difference. This quick reference guide helps you to prepare for a conversation with a person you may be concerned about

LifeSpeak: Video and podcast library on various topics from mental health to nutrition and more.