

HOW TO AVOID BURNOUT TIPS REPORT

TOP TIPS

Burnout is when your mental (and physical) endurance has been exhausted. You've worked so hard and long that you can barely bring yourself to continue. While forcing yourself to continue working through this state may be possible, it is likely that your results will seriously suffer. If you feel like you are burnt out or on the verge of getting burnt out, you should consider the below nine tips.

1. Know Your Breaking Point

One of the most important things that you can do is to recognize the signs of burnout. These symptoms may vary from person to person, so you must know when your physical or mental limits have been reached. When you do recognize these symptoms, make sure you don't ignore them.

2. Take a Vacation (or Staycation!)

A vacation is a great way to reboot yourself. It is a full break from your day to day doldrums, and you will likely find that you are refreshed and more productive when you get back to work. A vacation isn't always possible for everyone, so a nice relaxing staycation at home can be just as effective.

3. Get Enough Sleep

One of the biggest contributors to burnout is a lack of sleep. A couple of long nights here and there doesn't hurt anyone but if you find yourself working late every night and waking up early every morning, it will catch up with you over time. Make sure you get enough sleep daily, or at least as regularly as you feel you need to.

4. Stay Social

It is really easy to put on the work blinders and get lost in what you are doing. You need to balance that time with activities that help you reset and refresh. Social activities with people you truly care about is a wonderful way to take a break, clear your mind, and relax enough to disengage from work.

5. Start Saying "No"

You don't have to do everything people ask of you. Whether it's a job, social, or family request, there is nothing wrong with saying "no" if you don't have the time or energy. If you continually take on too much, it will catch up with you over time. Even if it doesn't lead to burnout, your results will suffer. Focus on important tasks, and feel free to say no to the stuff that doesn't matter.

6. Make Downtime a Ritual

Some people feel like downtime is time wasted. This isn't always true. Making time to disconnect and scheduling it into your day is a great way to avoid burnout. You don't have to do nothing during this time. You can focus on an enjoyable pursuit, like catching up on your reading.

7. Write Your Mission Statement

Sometimes we are working so hard that we get lost in the minutiae and lose sight of the bigger picture. This is why it is so powerful to write out your mission statement or manifesto. Ask yourself what you want to accomplish in life. What are your major goals? When you do this, you will quickly realize the type of actions you should be focusing on (and others that may be irrelevant).

8. Surround Yourself with a Great Team

Everyone needs a great team. Even athletes in individual sports will have a whole team behind the scenes. When you have a great team, it means you can feel comfortable delegating the types of tasks that can lead to burnout. They will also be there to pick you up when you need it.

9. Find a Hobby

Do you already have a hobby? If not, what are your interests? If yes, is there any way you can embrace it more fully? Having a pursuit or interest outside of your work is a great way to avoid burnout. Having an activity to get immersed in will ensure you can take a mental break from your work.

ACTIONABLE STEPS

1	2	3
<p>List your signs of burnout – take some time to brainstorm your personal signs of burnout.</p> <p>If you don't know what these are offhand, think about the feelings you experience before feeling overwhelmed.</p>	<p>What do you like to do in your downtime? List all the activities that you truly enjoy and find relaxing.</p> <p>Identify 2-3 that you could embrace more and use as a break from work.</p>	<p>Who is your team? List some people who you consider your A-Team.</p> <p>These are people you can always rely on to pick up the work slack or help you to unwind and destress.</p>