

Beating Burnout



WORKBOOK

BEATING BURNOUT © 2021
INSPIRING MINDS CONSULTING LTD
WWW.IMIND.CA

TABLE OF CONTENTS

INTRODUCTION	4
BURNOUT SELF-ASSESSMENT	5
ANSWER KEY	6
INTERPRETATION.....	6
TRACK YOUR SIGNS.....	7
SELF-CARE SOLUTIONS	8
PHYSICAL HEALTH	8
MENTAL HEATH.....	8
RELAXATION	9
AVOIDING STRESSORS.....	12
EXAMPLES OF STRESSORS.....	12
PRIORITIZE YOUR STRESSORS	14

INTRODUCTION

If there is one affliction that will stop your progress in its tracks, it's burnout.

You might not even see it coming. Sure, maybe you feel a bit tired at times. You may feel overwhelmed some days, but that's natural right?

Well yeah, it is ...until it isn't.

If "being a bit tired" starts to become normal for you or if you feel overwhelmed more often than not, you could be suffering burnout. If you aren't, you could be well on your way towards it.

This workbook can't cure your burnout, but it can prepare you to deal with it!

BURNOUT SELF-ASSESSMENT

The first step on your journey to deal with burnout is this quick self-assessment. Go through each question and answer as honestly as possible. **Don't read on before filling this out.**

Questions	Never	Rarely	Sometimes	Often	Very Often
Do you feel tired or exhausted?					
Do you feel cynical about your career?					
Are you irritable?					
Do you have trouble getting started on new tasks?					
Do you have difficulty falling asleep?					
Do you struggle to concentrate?					
Do you feel misunderstood by people at work?					
Do you feel like you are achieving less?					
Do you feel you have no passions?					
Are you frustrated with your work?					
Do you feel overwhelmed by how much work you have?					

Answer Key

Use the key below to score each of the answers you gave on the last page.

Answer	Score
Never	0
Rarely	0
Sometimes	1
Often	2
Very Often	3

Your Total: _____

.....

Interpretation

Score	Comment
0-8	You seem to be doing just fine
8-16	This is probably fine too unless any one single issue is severe
16-24	Some signs of burnout, especially if a few scores are high
24+	You should take steps to address potential burnout

.....

Note: This is a completely informal poll that may be help you discover signs of burnout, but it has no scientific or medical bearing. It does not diagnose you with any issue, only a trained professional can do that.

TRACK YOUR SIGNS

Self-assessment can be less than exact. Even if we have the best intentions, it can be hard to look back and remember our exact feelings.

It can be more exact to actually track the signs and symptoms of burnout. Below you will find a table that will let you track any symptoms you may be feeling. We left room for a week, but you can track using a notepad if you need more data.

Symptom	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Feelings of exhaustion							
Feelings of Cynicism							
Feelings of Irritability							
Insomnia							
Inability to Get Started on Tasks							
Concentration struggles							
Feelings you aren't getting enough done							
Feelings of Frustration							
Feelings of Anxiety							
Feelings of Pessimism							
Feel Useless							
Mind wanders							

Tracking these signs can be part of your daily routine. This way you will be actively scanning for signs of burnout – ideally – before it strikes.

SELF-CARE SOLUTIONS

One of the best ways to head off burnout, is to make sure you keep up on your self-care. Self-care is exactly what it sounds like – taking care of yourself. You should find activities that promote:

- Physical Healthiness
- Mental Healthiness
- Relaxation

Here are some examples of self-care techniques that can address each issue:

Physical Health

- Exercise
- Regular Check-ups with Doctor
- Getting Enough Sleep
- Cleaning up Your Diet
- Drink More Water
- Practice Good Hygiene

Mental Heath

- Surround Yourself with Good People
- Avoid Negative Self-Talk
- Journal
- Positive Thinking
- Stop Self-Medicating
- Seek Professional Help

Relaxation

- Meditation
- Take Down Time
- Spend Time in Nature
- Use Essential Oils
- Use Deep Breathing Techniques
- Disconnect

Obviously, this isn't an exhaustive list, but it should be enough examples for you to brainstorm ways you can practice self-care in your own life.

Take some time now to brainstorm ways you can take care of yourself in each of the above areas.

[illegible]

[illegible]

Now that you have a list of potential self-care activities, let's choose one in each area to start **right now**. We'd suggest actually scheduling in several of these activities but choosing three to focus on right now is a great start.

Write down the activity you will use, how you will do it and most importantly – **when** you will do it.

Physical Health
Mental Health
Relaxation

AVOIDING STRESSORS

Besides Self-Care, being able to avoid or limit the stressors in your life is one of the best ways to avoid (or bounce back from) burnout.

In the first exercise, you are going to brainstorm all of the stressors in your life. You might not be able to point out every single one, but even starting this list is a powerful tool.

Examples of Stressors

- Unrealistic deadlines
- Constant interruptions
- Noise
- Conflict with Others
- Loneliness
- Unpaid bills
- Overly Restrictive Rules
- Death of a Loved One
- Illness
- High Expectations

[illegible]

[illegible]

Prioritize Your Stressors

Now that you have a list of potential stressors in your life, take time to identify 2-3 that you can begin taking action on immediately.

List the stressor, and then create a simple outline on how you can address it.

Stressor 1:
Plan to Deal with It:
Stressor 2:
Plan to Deal with It:
Stressor 3:
Plan to Deal with It:

CONCLUSION

Burnout is a serious affliction that is significantly more common than we think.

It isn't the easiest thing to deal with, but if it isn't addressed, it can turn into something much darker and damaging.

By using this workbook, you are focusing on identifying and avoiding burnout before it gets bad. The best way to avoid burnout is to boost your self-care, while limiting your stressors.

We believe we have given you the tools to do just that.

Keep in mind, that no workbook can take the place of a trained professional. If your feelings of burnout are sustained for a long time, or particularly severe, please reach out for professional help.