



A Burnout Worksheet

Burnout is a state of pushing yourself - mentally, emotionally & physically to the brim and letting it **spillover**. It refers to exhaustion (emotional and physical fatigue) + cynicism (loss of feeling or concern for others or increased irritability) + reduced sense of accomplishment (low morale, self-esteem, lower coping ability). **Fatigue** on the other hand is a state of physical and/or mental exhaustion that temporarily causes inability or decreased ability to respond to a situation from being over extended, either mentally, emotionally or physically.

5 Stages of Burnout

Honeymoon phase

New tasks make us feel challenged, stimulated, energised and committed. But remember, coping strategies to deal with the load effectively can be implemented here. Symptoms during this stage include free flowing creativity, commitment to prove oneself, job satisfaction, high productivity levels, unbridled optimism.

Onset of stress

Awareness of some days being more difficult than others where optimism and productivity levels begin to shake. Symptoms include anxiety, neglect, headaches, palpitations, irritability, reduced sleep and appetite or vice versa.

Chronic Stress

Marked changes in stress, motivation and job satisfaction levels. It may manifest as apathy, cynical attitude, procrastination, resentment, unhealthy coping strategies, social withdrawal and fatigue.

Burnout

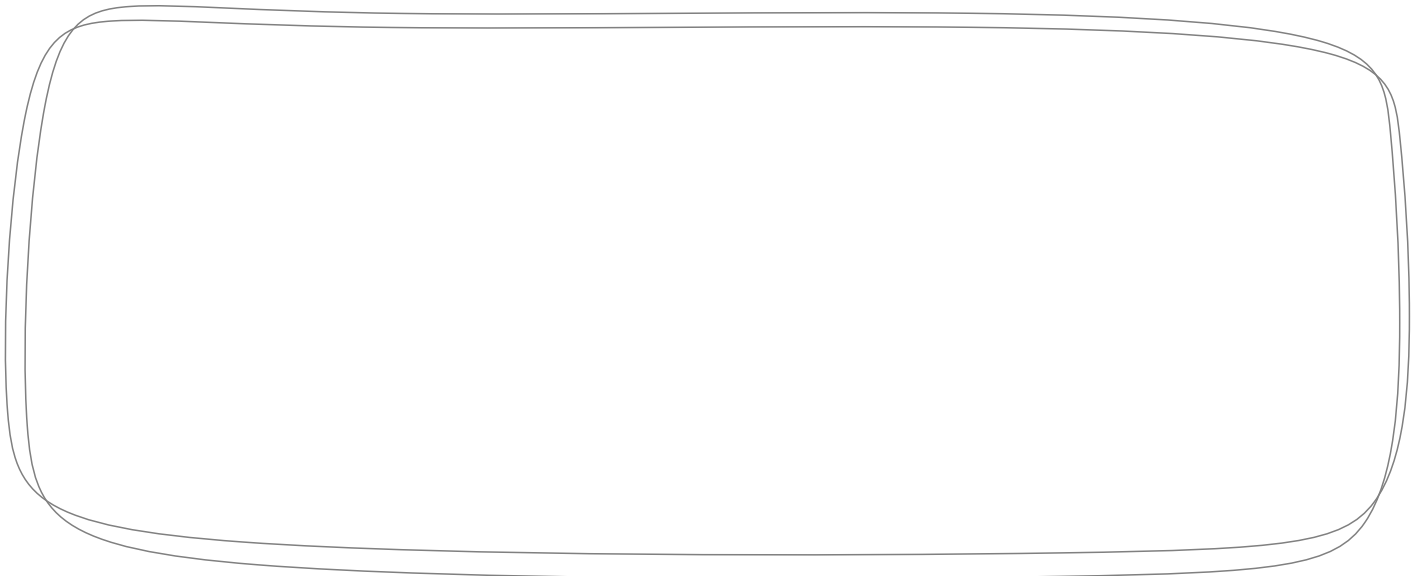
At this stage, the symptoms start to get critical. Symptoms include gastric concerns, desire to "drop out", self doubt, isolation, intrusive thoughts, sense of void, neglect with respect to self care.

Habitual burnout

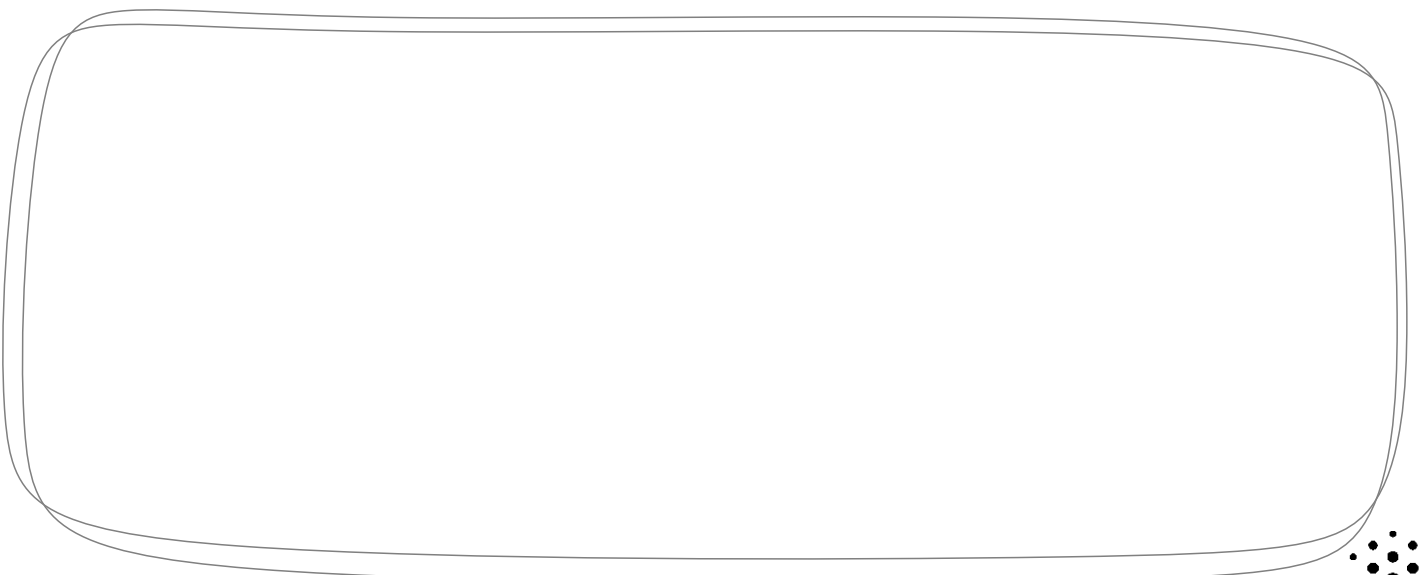
The symptoms of burnout are so embedded in your life that you are likely to experience a significant physical or emotional problem, as opposed to occasionally experiencing stress or burnout. Symptoms include chronic mental, emotional and physical fatigue which is persistent throughout the day.

While you see these stages, take some time to slow down and **reflect** on which stage are you at?

What does burnout look like for you? Take to **depict it visually** (using shapes, symbols, colors, figures or words) or verbally (talk it out) while you **ponder** over this one.



Make a list of how your **thoughts, feelings, behaviors and sensations** change when you are experiencing exhaustion. **Circle the ones to see as warning signs/red flags** that tell you that some action needs to be taken.



Coping with burnout

Action-oriented Approach

Practice silence for a few minutes to an hour each day. This allows you to honor your space. Time management and **routine scheduling**. Knowing where and how you would like to devote your time each day reduces hassle. When tasks are prioritised they **reduce stress** and make the task **enjoyable**.

Open communication. By being **assertive** and **setting boundaries**, we prioritise our wellbeing by stating what we need while still having **empathy** for others.

Reduce noise. Take some time each day to **unwind and reduce distractions** by going offline and engaging in tasks that are outside of work to experience **contentment and joy**.

Emotion-orientated approach

Journal. Allowing yourself to feel the emotions that have come up for you. Offer support and compassion to yourself while you jot these emotions down.

Affirmations. Chanting, praying or reciting words or phrases that you align with instills a sense of hope, forgiveness and resilience.

Imagery. Creating a safe space for yourself either physically or through visual imagery can provide a sense of comfort and belongingness. This space allows you to be yourself without constraints or restrictions.

Check-in with your feelings. Attending to your felt experience facilitates emotion release in a healthy way.

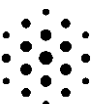
Acceptance-oriented approach

Mindfulness meditation allows you to witness your thoughts and emotions as they are with complete acceptance and **non judgement**. Body scans or guided meditation help you stabilise in the present moment and view things as they are **rather than what they should be**.

Sleep plays an important role in repairing our mind and body from the daily stressors we experience. **Catching enough "zzz's"** acts like a charger to the exhausted brain.

A **healthy and a balanced diet** provides the mind and body with essential nutrients that they require to **combat fatigue and exhaustion**.

Building resilience tunes our brain to focus on the learning from a setback rather than **drooling over what went wrong**.



Do I know what is **expected of me** at work? Create a list highlighting the same.

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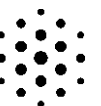
Do I have the **right tools and materials** that I need to perform my job/task well? If yes/no, what are these?

Are the tasks assigned to me easy/challenging keeping in mind my **potential and strengths**?

Do I receive **recognition** at work?

Do I feel a **lack of control** at work?

Have I found myself increasingly **critical and cynical** about my job? If yes, then where according to you is this stemming from?



Do I feel an **unhealthy sense of stress and pressure** every morning?
Take some time and **jot down** those particular aspects that are making you feel so.

Do I feel bored or **overwhelmed** when I am planning my day?

Have I experienced **unhealthy symptoms** such as gastric issues,
aches or pains due to work stress/working hours?

Have I found myself using **alcohol, drugs or substance** to cope with the work pressure?

What do you **love least** about your work? Why?
Is there a way to reform this activity into something enjoyable?

Do you feel **isolated**? What can you do to reconnect with people and become part of a flourishing
community?

What do you **love the most** and least about your work?

