

# MANAGING WORKPLACE BURNOUT

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**SMART WOMEN SOCIETY™**

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## KIND MIND co

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**Kind Mind Co. is a boutique psychology practice, founded by registered psychologist Elly Smith, that works with adults and adolescents to help them navigate life's challenges with a kind mind. Their purpose is to inspire you and equip you with the psychological strategies to be kinder to yourself.**

**With all the pressures and demands that modern life places on us, it can be very easy to forget to give ourselves the love, patience and compassion we need to nourish our minds. Kind Mind Co. provides you with the tools and strategies to help you flourish and be kind to your mind.**

**@kindmindco\_**



# SMART WOMEN SOCIETY™

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You must make your own independent decision after conducting your own analysis and having sought appropriate professional, medical and/or psychological advice for your individual circumstances.

We cannot and do not predict, represent and/or guarantee that you will attain a particular result, and you acknowledge, understand and agree that results may vary for each individual and it is your responsibility to first obtain your own independent advice.

## 24/7 MENTAL HEALTH SERVICES

If you are in crisis or need to talk to someone, there are many 24/7 mental health services that provide support. Some of the main help lines in Australia and the US are listed below.

### PERSONAL CRISIS

Lifeline (AUS)  
13 11 14

Crisis Call Centre (US)  
1-800-273-8255 or text ANSWER to 839863

### MENTAL HEALTH

Beyond Blue (AUS)  
1300 22 4636

Mental Health America (US)  
1-800-273-8255 or text MHA to 741741

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# WHAT IS BURNOUT?

## IT'S MORE THAN JUST STRESS



### 3 KEY COMPONENTS

#### EXHAUSTION

Lack of energy and feeling like your resources are depleted. Feeling emotionally overextended in the workplace.

#### NEGATIVITY

Feelings of indifference, cynicism, and distant or negative attitudes towards various aspects of your work.

#### SELF BELIEF

Reduced confidence and feeling like you are not accomplishing anything worthwhile at work.



# BURNOUT

## WARNING SIGNS OF BURNOUT AT WORK

### EXHAUSTION

Physical, emotional and mental exhaustion

Always mentally 'on' and can't relax

Difficult to motivate yourself to go into work

Time pressured and intense work load

Lack of control over your work

### NEGATIVITY

Distancing yourself mentally from work

Feeling detached from your work

Not engaging with your colleagues or clients

Surrounding conflict or unfairness

Lack of participation in decision-making

### SELF BELIEF

Lack of resources and support

Inadequate time or information

No clear expectations or goals

Poor relationships with the people involved

Absence of feedback and meaningful recognition

Can you identify any warning signs of burnout in your work life?

# BURNOUT

## EFFECTS OF BURNOUT AT WORK

The effects of burnout at work will look different for everyone, but some of the main effects are listed below.

**LACK OF  
ENTHUSIASM**

**NOT  
PERFORMING AT  
YOUR USUAL  
LEVEL**

**MAKING  
MISTAKES MORE  
OFTEN**

**CONSTANTLY  
EXHAUSTED**

**CONSTANT  
NEGATIVE  
ATTITUDE/  
CYNICISM**

**HAVING  
TROUBLE  
SLEEPING**

**REDUCED  
CREATIVITY**

**HEADACHES &  
OTHER  
PHYSICAL SIDE  
EFFECTS**

**FEELING  
FRUSTRATED,  
OVERWHELMED  
OR ANXIOUS**

**JOB TURNOVER,  
ABSENTEEISM**

**NEGLECTING  
PERSONAL CARE  
AND NEEDS**

**VULNERABILITY  
TO ILLNESS**

# BURNOUT

## HOW TO MANAGE BURNOUT AT WORK

1.

**PRACTISE SELF-CARE DAILY, SET BOUNDARIES AND ENSURE YOU ARE GETTING ENOUGH SLEEP/REST.**

2.

**CREATE A RITUAL THAT MARKS THE TRANSITION FROM WORK TO PERSONAL LIFE, SUCH AS EXERCISE OR WATCHING A YOUTUBE VIDEO.**

3.

**CALL OR TEXT A FRIEND AND TALK ABOUT SOMETHING THAT ISN'T WORK.**

4.

**LIMIT YOUR EXPOSURE TO JOB-RELATED STRESSORS. TRY TO NOT CHECK YOUR WORK EMAILS AFTER HOURS.**

5.

**CHANGE OUT OF YOUR 'WORK' CLOTHES WHEN YOU FINISH FOR THE DAY.**

6.

**TAKE A MOMENT AT THE END OF THE DAY TO PACK UP AND WRITE YOUR TO-DO LIST FOR THE NEXT DAY.**

7.

**SHIFT YOUR PERSPECTIVE OF WHAT YOU CAN VS WHAT YOU CAN'T CONTROL.**

# SELF-ASSESSMENT

## WORKSHEET

**What effects of burnout do you think you are experiencing?**

**How will you manage the burnout that you are experiencing?**



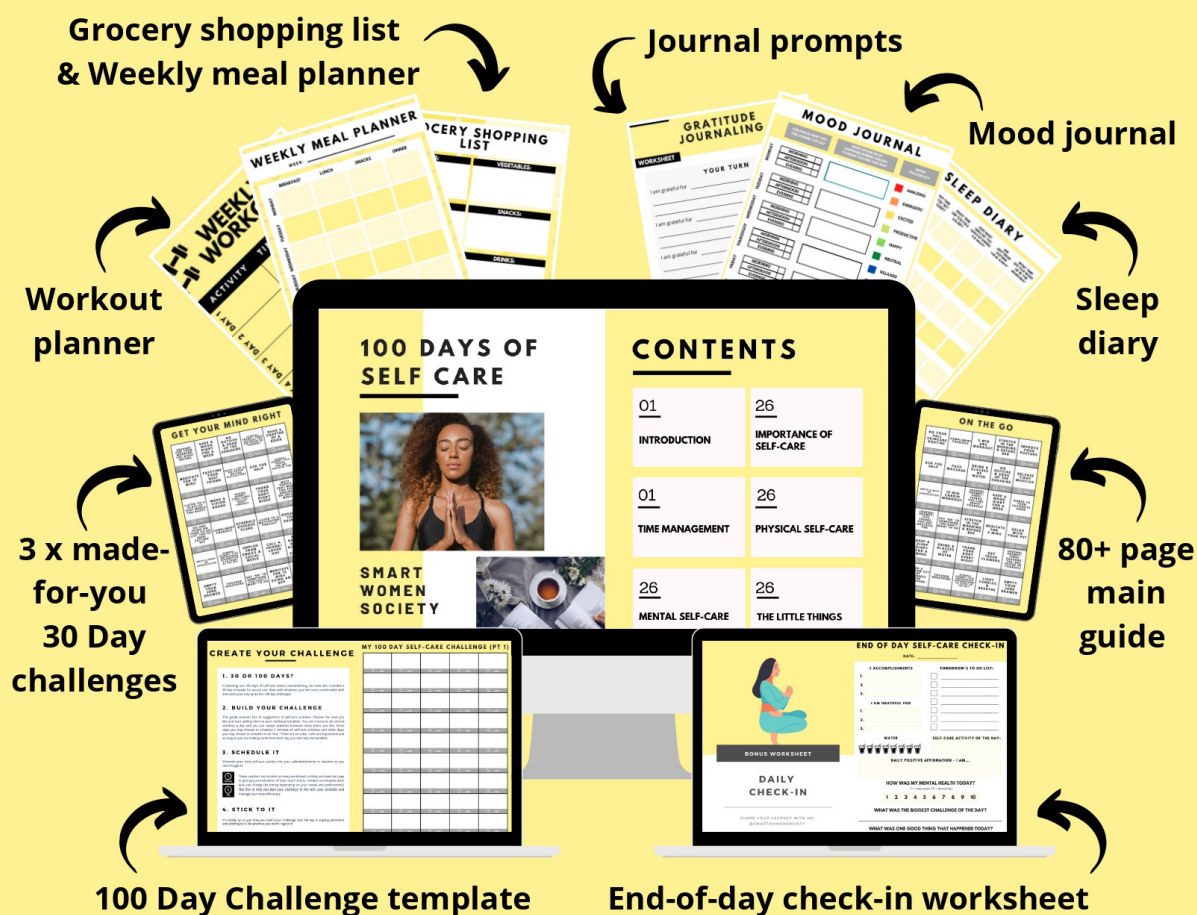
**You may be more likely to experience burnout at work if:**

- You identify so strongly with work that you lack balance between your work life and your personal life.
- You have a high workload, including overtime work.
- You try to be everything to everyone.
- You work in a helping profession, such as health care.
- You feel like you have little or no control over your work.
- Your job is monotonous.



# BECOME THE HAPPIEST, HEALTHIEST AND BEST VERSION OF YOU!

## WITH OUR 100 DAYS OF SELF-CARE GAME PLAN



**START TODAY:**  
**[smartwomensociety.com](https://smartwomensociety.com)**

**SMART WOMEN SOCIETY™**

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