



Prevent Burnout in the workplace

Burnout will not only reduce your productivity at work but, if left unchecked, could eventually threaten your job, your relationships and even your health.

If constant stress has you feeling physically, mentally and emotionally exhausted, you are probably suffering from burnout, but if you're able to recognise the signs and symptoms of an impending burnout, you can take steps to prevent it.

Some stress is good. It is the elixir that makes us perform and improve on our previous best effort. It is the way we deal with stress and not stress itself that can result in burnout. Stress should be managed and should never be allowed to get out of hand. The goal in treating stress is not to eliminate it but to manage it to your advantage. In order to manage stress correctly, we need to acknowledge that proper amounts of it are needed to motivate us to excel in our performance.

Burnout occurs when you feel overwhelmed and unable to meet constant demands. As the stress continues, you begin to lose the interest and motivation that led you to take on your job in the first place. Burnout reduces your productivity and saps your energy, leaving you feeling increasingly hopeless, powerless, cynical and resentful.

Because burnout doesn't happen overnight – and it's difficult to fight once you're in the middle of it – the earlier you recognise it, the better your chances of avoiding it.

We recommend the following tips to help avoid burnout:

- **Time management:** A little planning goes a long way to managing time and your in-basket.
- **Effective communication:** There should be open and effective communication between the employer and employee.
- **Short breaks:** Plan to take regular short holidays throughout the year.
- **Lead a balanced life:** Balance work and play. Make sure you are getting the sleep your body desperately needs, increase exercise by learning stretches that can be done in your office, taking walks during breaks, or beginning a new type of activity, such as yoga, to release tension.
- **Eat right:** Develop healthy eating habits, including having breakfast and high-protein snacks to help sustain your energy throughout the work day.