5 TIPS TO PREVENT BURNOUT IN THE WORKPLACE

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Companies are increasingly facing problems with employee burnout. A recent Gallup poll study found that nearly 23% of employees report that they experience burnout at work very often or always and around 44% of employees feel burnout sometimes. Managers and employees must recognize the effects that burnout can have on their work-life wellness and happiness

WHAT IS BURNOUT

Even if you love your job, it is common to feel the effects of burnout from time to time. Burnout is a negative emotional state that causes negative behavior towards others, exhaustion, doubt about work, and an inability to accomplish your workplace duties. There are a few noteworthy causes of burnout including:

- Lack of communication at work
- Unfair treatment
- Lack of support and help for management
- Too much time pressure
- An unmanageable workload

Too much pressure in the workplace can lead you to feel depressed, anxious, and exhausted. While these effects can happen to anyone, knowing how to set proper boundaries with your co-workers and managers can help you find satisfaction at work while helping with your work-life balance.

SET BOUNDARIES AT WORK
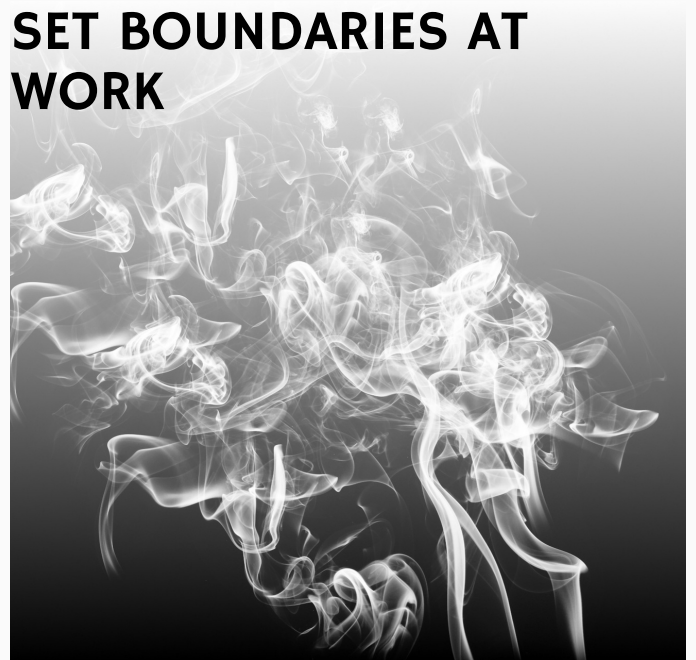
HOW CAN YOU SET PROPER BOUNDARIES

HOW CAN YOU SET PROPER BOUNDARIES AT WORK?

There are many ways you can set healthy boundaries with your managers and co-workers so you can offer your very best efforts to your job while maintaining a healthy work-life balance. Here are a couple of tips to help you set proper boundaries at work.

TIP #1: ACKNOWLEDGE THAT YOU ARE EXPERIENCING BURNOUT

If you feel drained at work, are unable to complete tasks, and feel like your energy is at an all-time low, you may be experiencing the beginning effects of burnout. As career coach Ashley Stahl writes in Forbes magazine, "if after a long night's sleep, you don't wake up feeling rested," you are experiencing burnout. Acknowledging there is a problem is the first step to fixing the problem and finding the help you need.

TIP #2: REACH OUT TO OTHERS

Many people tend to turn inward when experiencing burnout. This approach can lead to isolation, feelings of mistrust, and job dissatisfaction. Instead of isolating yourself to figure out how to cope on your own, choose one or two people in the office that you feel comfortable confiding in about what you are feeling. Talking with others can give you a great support system that can help you when you feel overwhelmed.

Tip #3: Talk with the Human Resources (HR) department or your boss

Do not be afraid to talk with your boss or HR about your burnout. They understand the effects burnout can have on employee performance and can help you find greater job satisfaction.

Consider emphasizing how much you enjoy your work and value your contributions to the entire company during your conversation. If they are good employers, they will appreciate your approach to the situation and work with you to find a solution.

TIP #4: TAKE SMALL BREAKS DURING WORK

Ron Friedman, the founder of ignite80 and author of _The Best Place to Work: The Art and Science of Creating an Extraordinary Workplace_, stated that burnout stems from a "lack of understanding about what it takes to achieve workplace performance." Many working professionals assume that overworking ourselves can help us climb the corporate ladder faster. Overworking yourself can lead to instability and burnout. To perform your best, you need regular opportunities to recharge your energy. Taking a walk, having lunch away from your desk, and stepping away from your computer can help you recharge.

TIP #5: SAY NO

It can be hard to say no, especially when your boss gives you an important assignment that needs to be done as soon as possible. Knowing your limits and being willing to speak with your boss about those limits can help you avoid future burnout and increase your work performance.

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