



## RECOGNIZING & ADDRESSING *the Burnout Zone*

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Have you ever searched for information on burnout, only to be overwhelmed by countless articles advising you to breathe, meditate, or practice self-care? If even reading about burnout feels exhausting, you may have already entered the “burnout zone.”

### What’s “The Burnout Zone?”

The “burnout zone” occurs when your brain and body have reached their maximum load capacity, leaving you feeling exhausted, detached, and unmotivated. Burnout typically develops gradually as stress and anxiety accumulate, but it can also happen quickly for individuals with a lower stress tolerance, untreated mental health conditions, or chronic physical health issues.

As a supervisor, recognizing burnout in yourself and your team is critical. The best way to prevent it is to understand the signs and take proactive

steps. If you or your employees are experiencing any of the following symptoms, it’s time to take action.

### Step 1: Recognizing The Signs of Burnout

- Difficulty concentrating
- Forgetfulness
- Decreased pride in work or home life
- Increased frustration
- Muscle tension and pain
- Chronic fatigue
- Changes in sleep patterns

Burnout can negatively impact work performance, strain personal relationships, and lead to serious mental and physical health issues. Identifying the signs early allows you to intervene before reaching a breaking point.

## Step 2: Taking Action

If you or your employees are approaching burnout, consider these steps to regain balance:

- **Make Immediate Changes:** Identify tasks you can delegate or remove from your schedule. Even canceling one commitment can bring significant relief.
- **Talk About It:** Encourage open conversations with colleagues, friends, or a professional. Sharing experiences helps reduce stress and normalize seeking support.
- **Seek Professional Help:** A therapist can provide guidance on coping strategies, identifying stressors, and navigating burnout recovery. If you or someone you know is experiencing thoughts of self-harm, seek immediate medical attention.
- **Evaluate Your Choices:** Assess whether adjustments in your workload, responsibilities, or career path could help relieve stress.
- **Focus on What You Can Control:** Accept what is beyond your control and take action on what you can change.
- **Set Boundaries:** Learn to say “no” when necessary. Establishing healthy limits helps prevent burnout and fosters a sustainable work-life balance.

- **Practice Self-Compassion:** Acknowledge that perfection is unattainable and allow room for self-care and rest.

## The Role of Supervisors in Preventing Burnout

Burnout is common, but it doesn't have to be inevitable. As a leader, you can help your team by fostering a supportive environment, encouraging open communication, and modeling healthy work habits. It's also important to reinforce fundamental well-being practices:

- **A balanced diet** supports stress management and cognitive function.
- **Physical activity** promotes overall health and resilience.
- **Strong personal connections** enhance emotional well-being.

By taking proactive steps, both for yourself and your team, you can help prevent burnout and create a healthier, more productive workplace. If you need additional support, remember that the Employee Assistance Program (EAP) is a valuable resource available to you and your employees.

