

# How-To Avoid Burnout at Work



When emails pile up, projects are late, and the phone is ringing, you will probably get burned out. We have all been there. It's tempting to continue pushing through your work. However, pausing to take care of yourself can allow you to refresh your body and work more productively.

Robert Epstein of the American Psychological Institute found that "25% of our happiness hinges on how we manage our stress." If you are stressed from your work day, it's important to discover techniques to prevent burnout. The following tips can help decrease stress from work load:

## Schedule Free Time

43% of Americans don't use their vacation days.

Who can use your vacation days when there is so much work to do?

This is an unhealthy mindset! The human mind is not conditioned to work 10 hour shifts productively. Eventually, you will get drained.

Make time for family, friends, working out, traveling, or pursuing a hobby. Scheduling free time creates balance so you can enjoy your life and appreciate your work.

## Take Breaks

We can easily develop tunnel vision when our work load is heavy. However, we need to break out of our routine to prevent burn out. Take a break. Go on a walk,

meditate, take a long lunch, or work a half day.

## Exercise

You have probably heard of “runner’s high”. This phrase is not a marketing scheme to sell athletic gear. “Runner’s high” is the release of endorphins which is the body’s feel-good chemical. Physical activity can help you unwind a stressful day.

**According to WebMD, regular exercise has been proven to:**

- Reduce stress
- Ward off anxiety and feelings of depression
- Boost self-esteem
- Improve sleep

## Plan Your Day

Planning allows you to fight stress before it starts. Schedule your daily tasks to plan your day effectively. Designate time for checking emails and highlight crucial tasks. Schedule a mid-day break. A plan can help you preserve momentum and cut hours from your work day.

Google Calendar is a helpful tool for scheduling. The tool is free and can be downloaded as an app on your phone.

## Sleep

Sleep is an essential human function. According to the American Psychological Association, sleep deprivation can affect mood, judgement, and memory. Without sleeping seven to nine hours nightly, you might not have the focus that your job requires.