



BEATING BURNOUT



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BEATING BURNOUT

For A Team Member

1. Take the Burnout Team Member Assessment and record the results below.

Team member:				
Absenteeism	Errors	Oversensitivity	Workload	Engagement

**A score of less than 6 in any section indicates your team member is at risk of burnout.*

2. Identify the root cause.

For many, the root cause of burnout is obvious, too much to do and not enough time. For others, you may have to dig a little deeper to identify the true cause. In that case, ask “why is this symptom happening?” I’ve found that you may have to ask this three times to truly uncover the root of the issue.

3. Create an action plan.

Focus on the two areas with the highest scores or the two areas with the biggest impact to your team. Leveraging the strategies on page three, create your plan of action with dates for the initial discussion and at least one follow-up check-in.

Include specific and timely positive feedback in your plan. When given effectively, positive feedback is proven to boost employee engagement and workplace productivity. Provide examples, and most importantly, be authentic when highlighting your team member’s efforts.

Action Plan	Initial Meeting Date:	Follow-Up Date:

“No matter the cause, one of the biggest mistake you can make as leader is to ignore the signs of burnout.”

Burnout Team Member Assessment

Burnout changes the way employees feel about their job and experiences at work. Use the survey below to identify if your team member is at risk of burnout.

Rate your team member on these statements using this point scale:

0 = Strongly Disagree

2 = Unsure

4 = Strongly Agree

1 = Somewhat Disagree

3 = Somewhat Agree

Absenteeism

My team member is working and available when expected, and they are consistently on time for their meetings and appointments.	0	1	2	3	4
I can easily explain their time off. He/She has not taken high amounts of unplanned PTO or sick leave in the past year.	0	1	2	3	4
My team member regularly takes time away from their work, and they do not check e-mail while on vacation.	0	1	2	3	4

Mistakes/Error Percentage

The percentage of errors my team member exhibits has not increased in the last year.	0	1	2	3	4
Their ability to meet deadlines within their control has not declined in the last year.	0	1	2	3	4
He/She does not require recurring direction or feedback on the same process or specific function.	0	1	2	3	4

Oversensitivity

He/She is rarely irritated by minor problems, peers, or co-workers.	0	1	2	3	4
He/She rarely feels misunderstood or unappreciated by peers and co-workers.	0	1	2	3	4
He/She rarely complains or becomes cynical during projects.	0	1	2	3	4

Workload

My team member balances their workload with their personal or family priorities.	0	1	2	3	4
He/She believes there is adequate time to do the essential functions required to do a good, quality job.	0	1	2	3	4
My team member creates reasonable and realistic boundaries for work hours.	0	1	2	3	4

Team Engagement

He/She actively participates in project discussions or shares different opinions in meetings.	0	1	2	3	4
My team member proactively engages with others to get the work done—without me having to ask/tell them to do so.	0	1	2	3	4
My team member is encouraged to ask questions, share ideas, and provide feedback to the rest of the team.	0	1	2	3	4

A score of less than 6 in any section indicates your team member is at risk of burnout. Record your answers on the previous page and continue with the PowerPlay™.

Strategies to Reduce Burnout Within Your Team.

Absenteeism

- Talk with the team member who consistently arrives late, leaves early, or completely misses work.
- Identify if there is a conflict at home or if excess work is causing a feeling of dread the minute the member begins his day.
- Discuss options for realigning responsibilities on the team to make work more manageable.
- Reassure your team member that their contributions to the team are important and valuable.

Mistakes/Error Percentage

- Discuss the mistakes and develop a plan to ensure there will be no future errors.
- Invite the employee to speak up. Do they feel overworked, undervalued, or is it something else?
- Discuss what success looks like for your team member and share your measure for that success.

Oversensitivity

- Be empathetic, have compassion, and listen to the team member's concerns.
- Identify the root cause for any negative or resentful feelings your team member may have and discuss options for resolution.
- Ask directly if you team member's needs are not being met.

Workload

- Ask directly if your team member believes their current workload is overwhelming.
- Ensure employees have the necessary resources to meet expectations; reassess the goals, as needed.
- Support reasonable work hours. If needed, send employees home at the end of the scheduled workday to establish good boundaries.
- Encourage your team to take breaks away from their office space, walk in green space, and actively interact with peers and co-workers.

Team Engagement

- Talk to your team member and identify what is causing their withdrawal from the team.
- Practice positive thinking and celebrate wins, even small ones.
- Discuss your team members' contributions to the department and organizational goals.

POWERPLAY™ #12
BEATING BURNOUT
 For Yourself



1. Take the Burnout Self Assessment and record the results below.

Health	Behavior	Engagement	Work	Personality

TOTAL _____

0-15: No sign of burnout	31-55: At risk of burnout
16-30: Little sign of burnout	56-80: Severe risk of burnout

2. Identify the root cause.

For many, the root cause of burnout is obvious, too much to do and not enough time. Others may have to dig a little deeper to identify the true cause. In that case, ask "why is this symptom happening?" I have found that many times you need to ask "why" three times for the same symptom to truly uncover the root of the issue.

(Ex: I feel stuck at work. Why? Because I'm not working on the projects I want to. Why? Because I don't have enough time for new projects. Why? Because our team was reduced to three people, and I must carry a bigger workload.)

Root cause:

3. Create an action plan.

Now that you have identified what's burning you out, you need to do something about it. Focusing on the two categories with the highest scores, leverage the strategies on page 6 to create an action plan. Be sure to include dates in which you will implement your plan and dates to check in on your progress.

Action Plan	Start Date:	Follow-Up Date:
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Burnout Self Assessment

Burnout can impact multiple areas of your life, such as your health, job, and personal relationships. Take this short self-assessment to find out if you are at risk of burnout.

Please rate yourself on the following statements using this point scale:

0 = Strongly Disagree

2 = Unsure

4 = Strongly Agree

1 = Somewhat Disagree

3 = Somewhat Agree

Health

I have unexplained headaches.	0	1	2	3	4
I do not have enough energy to do my job adequately.	0	1	2	3	4
I feel a stiffness in my back and shoulders.	0	1	2	3	4
I am having trouble sleeping at night.	0	1	2	3	4

Behavior

I find myself easily and consistently irritated.	0	1	2	3	4
I often feel a sense of overwhelm.	0	1	2	3	4
I find it harder to get and keep focused on my work.	0	1	2	3	4
I find myself procrastinating to complete key work items.	0	1	2	3	4

Engagement

I do not have people at work I can turn to and discuss my stress.	0	1	2	3	4
I do not feel that I am challenged in my current position.	0	1	2	3	4
I am emotionally drained at the end of the day.	0	1	2	3	4
I do not feel valued at work.	0	1	2	3	4

Work

I consistently work overtime.	0	1	2	3	4
I do not have clear expectations of my role and responsibilities.	0	1	2	3	4
I feel like I am consistently in a reactive mode and cannot get ahead at work.	0	1	2	3	4
I feel that I am consistently provided with unrealistic deadlines.	0	1	2	3	4

Personality

I am a perfectionist.	0	1	2	3	4
I consistently have a hard time saying no, even if I do not have the time to take on new tasks.	0	1	2	3	4
I prefer not to work with my team members.	0	1	2	3	4
I do not have activities outside of work that bring me joy.	0	1	2	3	4

A score of greater than 6 in any one section indicates you're at risk of burnout. Total your scores for each section and record your answers on the previous page.

Strategies to reduce burnout for yourself

Health and Behavior

- **Exercise** - If you don't have one, create an exercise routine and stick with it. Exercise doesn't have to be rigorous or physically demanding to be beneficial, but it does need to be consistent.
- **Hobbies** - A hobby that uses an entirely different skill set can provide your heart and mind with a satisfying break from the weekly grind and set you on a good path for increased productivity
- **Volunteer** -Volunteering can help you minimize depression symptoms and improve your overall well-being.
- **Social connection** - Regain some emotional fulfillment by contacting some of your old pals and scheduling regular activities. By expanding your social horizon, you'll crush the feeling that you're stuck doing the same thing every day.

Digital Detox

- **Unplug from tech for a day**
 - Don't take your phone to meetings
 - Answer emails a few times a day
 - Leave phone out of sight when at your desk
- **Turn off all notifications (including email)**
- **Change your phone settings**
 - Set it to email push so that you have to seek an updated inbox.
 - Turn your phone to gray screen. I promise it's much less enticing looking at everything in black and white.

Work

First resolve if the burnout is coming from poor expectations or overload. Reflect and take action.

- **Find what's missing**—If you don't feel equipped with the necessary resources and support to meet expectations have the hard, but necessary conversation with the powers that be.
- **Establish good boundaries**—set the expectation that when you are out of office you are not available. Communicate to your team ahead of time so they know how to get what they need before you are away whether it be for the end of day, weekend, or vacation.
- **Take breaks**—find time to step away from your office space, walk outside, and actively interact with peers and co-workers.
- **Focus on the value**—It's easy to get bogged down in the day-to-day frustrations of work. Take a step back and find the joy that your current job brings to you. Each day look for one positive aspect of your work and write it down.