



5 ways to address and prevent burnout

Burnout affects employees' professional and personal lives through reduced job satisfaction, decreased physical and mental well-being, and strained interpersonal relationships. Organizations with burned-out staff experience reduced productivity, increased absenteeism, reduced morale and higher turnover - all of which lead to significant financial costs. Leaders play a critical role in shaping the employee experience, fostering engagement, and mitigating the risk of employee burnout. Consider the following actions to prevent burnout on your team.

1. Recognize signs of burnout

Work-related stress is nearly inevitable but when it's not well managed, it can lead to burnout. The most common causes of burnout at work are overload, unrealistic deadlines, lack of feedback and support from managers, insufficient reward or recognition, and a workload that is perceived as unfair or inequitable.

Warning signs of burnout include detachment, loss of motivation or productivity, increased absenteeism, irritability, cynicism, or difficulty concentrating.

If you think your staff may be struggling, create a safe space where they feel comfortable sharing workload challenges and concerns.



Tips for leaders:

- + Recognize signs of burnout
- + Manage your team's workload
- + Encourage self-care
- + Accommodate employees' needs and work preferences
- + Promote mental well-being benefits



2. Manage your team's workload

Identify and encourage employee strengths and align their tasks accordingly. Reinforce the value they bring to the team and organization by recognizing their contributions and celebrating success.

Actively work to mitigate an overwhelming workload. Rebalance assignments, eliminate unnecessary meetings, and invest in tools and resources to streamline tasks and improve efficiency. Set clear expectations so employees know what is expected of them and when but create job autonomy by giving employees flexibility and control over how work gets done.

3. Encourage self-care

Encourage employees to set boundaries, take breaks throughout the day, not respond to emails outside of working hours, and fully unplug while on vacation.

Promote healthy lifestyle habits like physical activity, a well-balanced diet and sleep to proactively manage mental well-being. Share the things you do to take care of your well-being and ask staff what works for them.

Embed mindfulness into the workday. Begin meetings with a moment of mindful breathing or gratitude, create a dedicated quiet room for meditation, and remind employees to take moments to breathe and recenter throughout the day.

4. Accommodate employees' needs and work preferences

Allow for work-life integration by offering flexible scheduling, reduced work hours or a compressed work week. Allow staff to work from home or support a hybrid model so employees have the option to work in the location that allows them to do their best work.

Encourage employees to use their paid time off and promote the use of sick days to focus on mental health in addition to physical health. As a manager, lead by example by using your vacation days and disconnecting from work while away from the office. Share how your time off impacted your well-being, creativity, and productivity. This type of sharing can help mitigate stigma employees may feel about taking time off and empower them to do the same.

5. Promote mental well-being benefits

As a leader, you have a unique position to recognize when someone is feeling overwhelmed and point them to the resources available to help them manage stress, build emotional resilience, practice mindfulness, and find happiness.

At Providence, we offer solutions across the behavioral health continuum. Members have access to everything from self-help tools to 24/7 crisis support. We make it easy and affordable to access help, virtually and in-person.

**Want to learn more about how you can support workplace mental well-being?
Our team will be glad to help!**

WorkplaceWellness@providence.org | [ProvidenceHealthPlan.com](https://www.providencehealthplan.com)

