



BURNOUT PREVENTION TOOLKIT

1

Is your team feeling drained and lacking energy?

2

Have you noticed increased negativity in the office?

3

Are your teams experiencing a decline in performance and motivation?

If you answered YES to any question, this guide is for you!

Recognize the signs of burnout and stress and **retain top talent.**

As a leader, it's essential to **identify early signs of stress and burnout within your team.**

By offering support and fostering a positive work environment, you can help your team overcome stress, avoid burnout, and achieve peak performance.

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Understanding Stress vs. Burnout



1

Physical Symptoms:

- Frequent headaches or muscle tension
- Changes in eating or sleeping habits (e.g., insomnia, oversleeping)



2

Emotional Symptoms:

- Increased anxiety or feelings of being overwhelmed
- Difficulty concentrating or making decisions



3

Behavioral Symptoms:

- Frequent absenteeism or tardiness
- Withdrawal from social interactions or team activities

Stress: A natural response to challenging or demanding situations. It usually resolves once the stressor is removed or managed.

Burnout: A state of emotional, physical, and mental exhaustion caused by prolonged stress.

Burnout can lead to feelings of hopelessness, detachment, and a decline in performance, ultimately resulting in high turnover.

Stress and Burnout

Supporting Your Team



Identifying Stress and Burnout

Regular Check-ins:

Hold one-on-one meetings to discuss workload and well-being, fostering a safe space for open communication and dialogue.

Observe Behavior: Watch for signs of burnout including irritability, withdrawal, or changes in work quality or appearance.

Solicit Feedback:

Encourage open dialogue about stress, using surveys if necessary.



Addressing Stress and Burnout

Take Immediate Action:

Address signs of stress or burnout quickly with support including workload adjustments, time off, or counseling.

Encourage Work-Life Balance:

Promote breaks, PTO, and flexible work arrangements to help employees balance their personal and professional lives.



Preventing Future Burnout

Foster a supportive, inclusive culture with teamwork and open mental health dialogue.

Provide growth opportunities and career guidance to engage employees.

Balance workloads and monitor team well-being through regular check-ins and feedback.

Practical Strategies

For Leaders



Foster a Healthy Work Environment

- Create an environment where team members feel valued, trusted, and supported.
- Promote teamwork and build a collaborative culture.
- Address conflict quickly and proactively.

Prioritize Self-Care

- Model healthy habits.
- Encourage breaks.
- Foster a culture of self-care.

Recognize and Reward

- Celebrate team and individual successes.
- Provide tangible and intangible rewards for hard work and dedication.
- Regularly express appreciation for your team's efforts.

HR Hack

"Thank You Tuesday"-Dedicate a specific day of the week to writing handwritten thank you notes to employees, clients, and/or partners. This personal touch can significantly strengthen relationships and boost morale.

Practical Strategies

For Leaders



Effective Communication

- **Create a safe space** for team members to discuss workload, stress, and other concerns.
- By **practicing active listening**, you show genuine interest in your team's needs and experiences.
- **Provide clear goals and expectations** to reduce ambiguity and stress.

Workload Management

- **Empower** team members to take on responsibilities they are passionate about.
- **Focus** on high-impact tasks and delegate or eliminate less critical ones.
- **Teach** effective time management strategies to your team.

HR Hack

Batching Tasks

Explain and teach the benefits of grouping similar tasks to improve efficiency and reduce context switching. Remember to share specific examples, such as scheduling all emails at specific times or grouping similar projects together.

Practical Strategies

For Employees



Stress Management

- Practice deep breathing to calm your mind and body.
- Tense and relax different muscle groups to reduce tension.
- Repeat positive statements to boost your mood and self-esteem.
- Express your thoughts and feelings through writing.

Self Care

- **Mindfulness:** Practice mindfulness techniques to increase focus and reduce stress.
- **Physical Activity:** Engage in regular exercise to improve mood and reduce stress.
- **Healthy Eating:** Nourish your body with balanced meals to support your energy levels.
- **Sufficient Sleep:** Prioritize quality sleep to recharge your mind and body.
- **Hobbies and Interests:** Make time for activities you enjoy to relax and unwind.

Remember, burnout prevention is a continuous effort. By prioritizing your people, you can foster a healthier, more productive work environment for you and your team, ultimately driving business success.

HR Hack

Positive Affirmation Challenge

Create a workplace initiative in which employees share and post positive affirmations. This could be achieved through a physical bulletin board or a digital platform.

Practical Strategies

For Employees



Time Management

- Identify and focus on the most important tasks first.
- Allocate specific time slots for different activities (i.e. time blocking).
- Delegate tasks to others when possible.
- Learn to decline additional responsibilities if you're feeling overwhelmed.

More Strategies

- **Communicate your needs clearly** with your colleagues and supervisor.
- **Set boundaries** between work and personal life. If you're struggling, speak with a trusted friend, family member, or mental health professional.

HR Hack

Time Blocking

The "Focus Friday" Approach: Dedicate a specific day of the week for deep work and focused tasks. This approach helps create a structured environment for uninterrupted productivity.