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Guide

حطخط

Draw the Line

Between You and Burnout



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Work stress is a regular part of every employee's career, but the most important thing is...



Draw the Line

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Your Journey to Understanding Burnout

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Pay attention to yourself and others

Burnout doesn't happen all at once. It's a process that develops through several stages.

Assess yourself!

Find out what stage you're at.

Are you in the Honeymoon Phase, starting to feel stressed, or have you reached complete burnout?



The Honeymoon Phase

You have high levels of energy and commitment.
Try to find the right ways to handle and tackle your tasks.



Stress

Your productivity drops, and you start to withdraw socially.
Ensure you manage stress effectively so you can continue to accomplish your tasks



Chronic Anxiety

You feel intense exhaustion, are frequently late, and become angry and aggressive.
Talk to a professional and address the anxiety. Ignoring it will inevitably lead you to...

Burnout



You lose self-confidence.
You become socially isolated.
You experience negative behavioral changes.

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It's not just the fox who's cunning...

So is burnout, because sometimes it hides in other forms and makes you think it's just regular work stress or depression.



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Unmasking Burnout Discover the difference between everyday work stress and burnout.

Normal Work Stress



You feel pressure at work, but **can manage it without significantly affecting** your motivation or output.

Burnout

When there are stressors or pressures in the work environment that **you can't cope with or handle**, it can lead to **decreased productivity and a lack of desire to work.**

The Difference Between Burnout and Depression

Burnout

It pertains to a continuous feeling of mental and physical exhaustion at work, along with negative thoughts and feelings resulting from unmanaged stress. Symptoms **lessen once you adapt and find balance with your tasks.**

Depression

Pertains to negative thoughts and feelings that consistently affect many aspects of your life. **The symptoms don't necessarily lessen just by stepping away from specific tasks and responsibilities.**

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Draw a Bold Line on the Concept of Burnout



The World Health Organization (WHO) classified burnout in 2019 under "occupational phenomena." Ignoring it can harm your mental health and expose you to anxiety and depression.

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Three Ways to Assess Whether You're Burning Out

Your Body



- You frequently get tension headaches.
- You may experience symptoms such as loss of appetite.
- You always feel physically exhausted.
- You suffer from insomnia and sleep disturbances.
- You notice a weakened immune system.

Your Job Performance



- You feel like you have no energy to go to work.
- Frequent absences from work.
- Missed deadlines.
- Social withdrawal at work.
- You constantly think about changing jobs.

Your Mental State



- You feel depressed at work.
- You feel drained and exhausted by tasks.
- You're forgetful, and your concentration has decreased.
- You're often critical and frequently complain at work.

If you have more than 4 of these signs, seek out individual or group psychological support programs.

Three Personality Traits That Either Protect You or Burn You Out

How flexible are you during work stress?

Check in with yourself: can you control and accept the pressure? Remember, it's a phase that will pass, so take a moment to enjoy your accomplishments.

Your experience with stressful situations

Facing repeated sources of stress helps you respond and act appropriately in high-pressure situations. So, make sure you're learning something from every stressful period you go through.

Your self-confidence level

Having self-confidence can help reduce feelings of stress and tension. So, work on yourself to ensure your skills and abilities match your job's demands, and you'll feel less stressed.

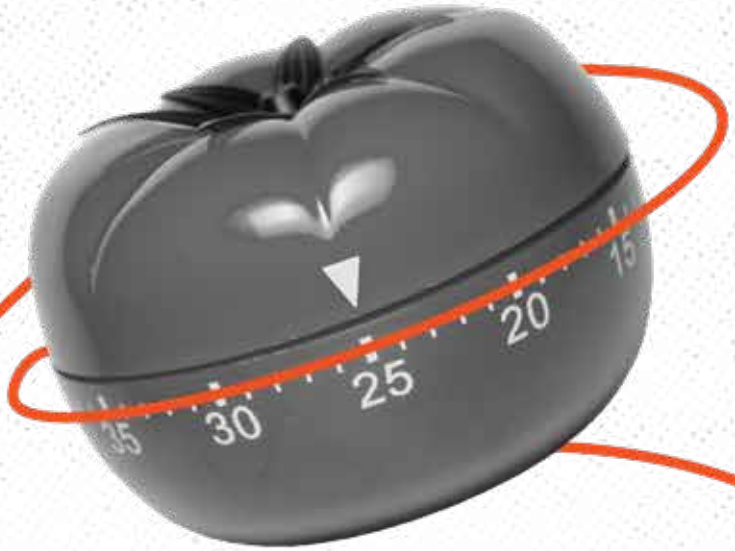
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Solutions to Combat

Occupational



Burnout



Try the **Pomodoro** Technique at Work

The idea is to break your to-do list into 25-minute intervals with short breaks (2 or 3 minutes)



This tool helps you focus, because the best way to do tasks is to set a time limit for each one. That's the basic idea of the Pomodoro Technique.

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Don’t draw a line between your work and private life,

But instead, balance them.

Accept the idea that you can't entirely separate work from your private life; after all, work makes up a big part of your day. But…

Find balance and give each side the time it deserves.



Draw the line between you and these myths

The more you work, the more you accomplish... without any health consequences.

"Studies indicate that working 55 hours or more per week is associated with a 35% higher risk of stroke, compared to working 35-40 hours a week."

Vacations are a solution for dealing with burnout.

"Research shows that vacations help lower fatigue levels but don't 'cure' burnout, which requires sustainable, long-term solutions."

Adapt and chill out, even under the heaviest workloads



Relax for your health.

- Dedicate 30 minutes to any physical activity you enjoy.
- Set aside time to connect with the people you love.
- Get enough sleep.
- Channel work stress into a hobby you enjoy or, if you don't have one yet, explore to discover it.

Take a Breather

Don't forget you need time to rest.
"Studies indicate that dedicating 5-10 minutes to a break every hour increases a person's focus and energy."

Connect your work to something you value.

Remember the impact you have on your community and appreciate what you do.

Make your time more productive.

- **Organize your priority list.**
- **Delegate responsibilities and divide up tasks.**



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The organization can burn out, not just the employee.

Because when employees burn out, it leads to decreased productivity and lower efficiency in the organization.



"Globally, studies show that every year, **550** million workdays are lost due to work stress, and an employee experiencing burnout is **2.6** times more likely to look for a different job."



If you're a manager, be careful of the following behaviors, and

Draw a line

between you and them

- Unfair treatment
- Assigning tasks that are difficult to control
- Assigning unclear tasks with high expectations
- Lack of communication and support in the workplace

Studies show that approximately 40% of employees don't clearly understand their tasks, making them more susceptible to burnout than others.

Four steps to protect your employees from burnout:

Engage with Them:

Listen to them with care and attention.

Trust them:

Give them autonomy in their work and involve them in the decision-making process.

Clarify your expectations:

Clearly define their roles and responsibilities.

Support them:

Praise them for their achievements and provide them with psychological support.



How can you show appreciation to your employees?

Appreciating your employees strengthens their loyalty to the organization and protects them from burnout.

Daily Recognition

This has a deep impact and costs you nothing.

- Make sure to greet them.
- Write them encouraging notes by hand, for example.
- Thank them verbally.

Professional Recognition

This has the most impact.

- Celebrate the anniversary of an employee joining the company.
- Celebrate an employee's milestones.

Managerial support provides a psychological barrier, as employees who feel supported are 70% less likely to experience burnout.

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If your tasks go beyond the scope, and you feel like you've got no hope, be careful not to burn out.

Because your mental health matters to us.

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