

# Momentum

*Avoiding workplace burnout*

**AVAYA**

Employee Assistance Program  
and Family Resources  
**1-877-804-9753**



## How R&R can help

- ✓ Prioritize getting enough rest! The National Sleep Foundation continues to recommend that adults get between seven and nine hours of sleep nightly.
- ✓ Adequate sleep helps regenerate cells damaged by stress and fatigue.
- ✓ Activate your body's relaxation response via restful practices such as meditation, progressive muscle relaxation, yoga or deep breathing.
- ✓ At least two or three times per week, turn off the phone, spend some time alone, walk outdoors or listen to your favorite music.

## Beating burnout

**Stress is everywhere in modern life, but when it accumulates for an extended period, it can lead to burnout. While day-to-day stress affects everyone, someone suffering with true burnout usually has lost the hope, care and motivation needed to be well again. Here are ways to ward off burnout.**

- Spot the signs of burnout: feeling continually drained; having frequent headaches or muscle pain; detaching from others; feeling hopeless, cynical, negative and irritable; and withdrawing from activities.
- List specific areas in your work and personal life that regularly cause excess strain. Devise at least one way to modify each situation to reduce its stressfulness.
- Build boundaries. Let others know that you're feeling temporarily depleted and can't begin new tasks. Take some time off.
- Vent to someone who can empathize with your situation.



**Webinar**—On Wednesday, September 11, join our interactive webinar, *From Stress to Success: Strategies to Defeat Workplace Stress*. Register [here](#).

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## Mind Your Mental Health

Unfortunately, suicide rates in the U.S. over the past decade have risen across the lines of age, gender, race and ethnicity. People from all walks of life can suffer with suicidal thoughts; your awareness of suicide risks can save lives.

- [In this tip sheet](#), review the many misconceptions people have about who could potentially attempt suicide, and get facts that will increase your understanding.
- There are a number of observable factors in people's personal situations and behaviors that suggest suicide risk. [Check out the warning signs of suicide in adults](#).
- If you have had serious depression and/or thoughts of suicide, filling out this [brief confidential checklist](#) can help you decide whether to consider reaching out for professional assistance.

## Working on Wellness

Health boosters such as exercise and eating a balanced diet can help you stay strong and beat burnout.

- While being active may not seem attractive when you're feeling burned out, doing some rhythmic exercise provides great mind/body rejuvenation. Try walking, bike riding, swimming, martial arts or even dancing.
- Pack healthy lunches and snacks for your workdays. Avoid the sugared and high-carbohydrate foods in vending machines.

## Daily Diligence

Working collaboratively as a team player can benefit all areas of your life.

- Good team players don't passively blame circumstances and other people for difficulties. Instead, they devise an action plan and involve other team members in working to resolve the issue.
- When someone asks for your help, remember that the problem is important to the person asking. Respect their request; everyone needs help sometimes.

*Additional sources: Psych Central, Help Guide, Psychology Today.*

### *Burnout affects work and personal lives*

91%

of professionals say having an unmanageable amount of stress or frustration negatively impacts the quality of their work.

83%

say burnout from work can negatively impact their personal relationships.

66%

say they frequently skip at least one meal per day because they are too busy or stressed about work.

*Source: Deloitte.*