

BURNOUT WORKSHEET

What/who are your stressors?

What can be done to mitigate them?

What do you need to function at you best? How do you get there?

What can you let go of?

What can you delegate?

Who are your networks? (professional, personal, reciprocal)

How would you approach your networks?

BURNOUT WORKSHEET (CONT.)

Finding meaning (work/outside work). What gives you joy/satisfaction/makes you happy at work?

Outside of work? How do you incorporate these things more into your daily life?

How can employers build a better system?

How can they help employees recover from burnout?

How do we start this conversation?

Here are Four Effective Ways I Use to Say No:

(I find these work best via email because I have time to think about my response. When asked in person to do something I may not or should not commit too, I always say "Let me check my schedule and I will get back to you." This gives me time to determine the right response for me, and if the response is no, the best way to say no.)

Share Your Priorities

"Thank you so much for the invite, but that day I will be attending my son's school play — something I cannot miss." Or "I will not be able to attend your painting workshop, as I have yoga every Monday at that time." The amount of details are up to you.

Tell the Truth — All of It

"I would love to help but my son is sick, and has been for almost a week. I am currently trying to catch up on commitments I have had to put off and deadlines I have missed." Or "I love your charity and what you do! Unfortunately, I will not be able to help with the event this year as I maxed out my volunteer commitments. Please consider me for next year."

Deflect — No, But Here is Someone Who Can

"I can't do it, but that is in line with other projects Jon has worked on. I have cc'ed him on this email so you guys can start the discussion."

Reduce — No, But Here is What I Can Do

"We cannot participate in your event this year, but we can promote it on social media and in our newsletter." This allows you to limit or set boundaries around your commitment.

Dr. Christine Carter, a senior fellow at GreaterGood, offers these suggestions¹:

Thank You, But No — "Thank you so much for your kind words and support of our organization! I'm sorry, I cannot find anyone available to help you at this time."

Hard No — "Thanks, I'll have to pass." Then walk away.

It's Someone Else's Decision — "I promised my husband (therapist, supervisor, etc.) I wouldn't take on any more commitments right now. I'm working on creating more balance in my life."

I'm Booked or Full Schedule — "I appreciate you thinking of me, but I'm already booked that day." Or "I appreciate you thinking of me, but on that day my schedule is full."

Lastly, Greg McKeown, author of *Essentialism*², a textbook that ensures you are creating the discipline to do what is important, offers the following techniques:

Delayed no — "Currently I am consumed with writing my book, could you send a request again in the summer?"

Re prioritize — "Yes, I can help with this project, but what should I now move down my priority list?" Useful when speaking to a manager.

Use email auto responders — Create an away message that describes your priorities or the reality of your situation. For example: "Thank you for your email. Due to the high volume of emails I receive daily, I thank you for your patience in my returning your message. For urgent inquiries please contact otherperson@yourcompany.com."