

# Tips to Reduce Your Risk of Burnout

Try these strategies to help prevent typical work stress from building into burnout.

- 1 Know the warning signs.**  
Burnout manifests in your body, so pay attention to what it's saying. Signs of burnout often include stress, fatigue, negativity, trouble thinking clearly, loss of motivation, and physical and mental health problems — from aches and pains to frequent illnesses to depression.
- 2 Prioritize self-care.**  
Since exhaustion is a core symptom of burnout, it's important to take steps to replenish your energy and ability to focus. This means prioritizing good sleep, nutrition, exercise, social connections, and things to help you feel calm and centered, like meditating or enjoying nature.
- 3 Disconnect.**  
Working too many hours, too many days in a row or being accessible to coworkers 24/7 exposes you to a steady influx of stressors that will prevent you from relaxing and recharging. Build sufficient off-hours into your work week so you'll have times when you can completely disconnect for a while.
- 4 Reset expectations.**  
It may be time to reset expectations with colleagues, friends, or family members for how much you're willing to take on. You might get pushback, but be clear that you're making these changes to improve your long-term productivity and protect your health.
- 5 Take breaks during the work day.**  
Research shows it's unproductive to "power through" the day without any rest. Build 15-minute breaks into your work day — and try to take a few moments to stretch, walk around, drink some water, or sit down away from your work space for a while whenever possible.
- 6 Learn to say no.**  
Put your needs and priorities first — not those of the person asking you for something. Know when "no" is the right answer, then give yourself permission to say it and not feel guilty about it. The more you practice saying no, the easier it gets.
- 7 Schedule "me time."**  
It's just as important to plan time for yourself as it is to plan time for work. Setting a reminder to do something as simple as "read for 30 minutes" can benefit you greatly. Scheduling relaxing activities ensures they will happen and gives you something to look forward to.
- 8 Lean on your loved ones.**  
Don't withdraw from family and friends when you're struggling — they can be powerful allies in the battle against burnout. Spending time with people who care about you will help you distance yourself from the pressures of work and remind you to have fun.
- 9 Seek help when you need it.**  
These are just a few ways to fight burnout on your own. If you're experiencing overwhelming burnout, consider making an appointment with a therapist (online or in-person) or visiting a trusted health care professional.