

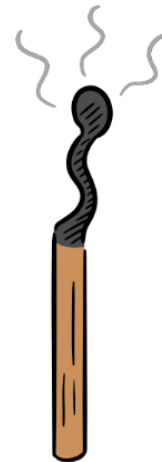


Remote
Health

Course Materials

Avoiding Burnout

How your everyday life can be more balanced



Contents

- **What is burnout?**
- **Burnout prevention: work-life balance**
- **Burnout prevention: Concrete tips for different areas of life**
 - Occupation
 - Health
 - Relationships
 - Resources
 - Individuality
 - Spirituality

What is burnout? (1)



Burnout syndrome is a state of severe mental exhaustion.



The mental and physical symptoms include: emotional exhaustion, listlessness, indifference, perception of excessive stress, sleep disorders, restlessness, tension, chronic fatigue and higher susceptibility to infections.

About 15% of all absences from work are due to burnout and other mental illnesses. It is therefore important not only to treat burnout, but above all to prevent it.



So how do you prevent burnout before it happens?

Burnout prevention: work-life balance ⁽¹⁾ ⁽²⁾



For a mentally healthy person, all of the following six areas of life are in balance (i.e. there is a good balance between exertion and relaxation):

- Occupation
- Health
- Relationships
- Resources
- Individuality
- Spirituality



Burnout prevention:

Concrete tips in different areas of life ⁽¹⁾



Occupation

- Longer breaks at work
(if possible leave your workplace and have your meals elsewhere, take a walk)
- Shorter work shifts
- Part-time work or change of job if necessary
- Proper workplace
- To-do list
- Avoid multitasking
- Learn to say no
- Separate work from free time in terms of time and location
(e.g. not always being available)
- One day a week without work



Health

- **Healthy diet**

stress killers are nuts, bananas, oatmeal, yoghurt, peppers, avocados, fish, spinach, legumes or quinoa

- **Regular exercise**

2-3 times x 30 min per week

- **Restful sleep**

7-8 hours

avoid blue light, alcohol and heavy food 2 hours before bedtime - instead go for a walk or read a (light) book

sleep-inducing teas, such as camomile or hop tea, can help



- **Power napping**

20-30min during the day

- **Relaxation techniques**

progressive muscle relaxation, autogenic training, Qi Gong, yoga, Tai Chi, breathing techniques, etc.

Relationships

- Quality time: at least one evening per week
- Physical touch: releases oxytocin, which reduces stress
- Excursions and events
- Enjoy alone time and hobbies



Resources



- Sort your to-do list by urgency and importance
- Consider when 100% is necessary and when 80% is enough (Pareto principle)
- As much time as necessary for work and as much time as possible for leisure

Individuality

- Explore your individual identity and get to know your own needs
- Where do I want to go? What motivates me?
- Think positive: accept your own weaknesses
- Develop self-efficacy: acknowledge that you are not a victim of circumstances (setting small goals and documenting your progress can help)



Spirituality

Find access to spirituality, religion or mindfulness: e.g. prayer, church services, meditation or journaling, etc.



Sources:

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