

Burnout Prevention Toolkit

Recognizing Stress,
preventing burnout, and
supporting workplace
well-being.

“Burnout is the symptom; stress is the source”
– Hamza Khan

WELLNESS DESIGNED FOR YOU

**A workplace wellness guide that promotes burnout awareness,
stress management, and everyday strategies for building resilience
and thriving at work.**

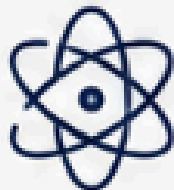


ABOUT THIS TOOLKIT

This toolkit is designed to help you better understand what burnout is, how to recognize it, and why you should take action to protect your well-being.

Burnout is the result of prolonged, unmanaged stress. We begin this toolkit by introducing the foundations of stress before exploring burnout and ways to prevent it.

TOOLKIT STRUCTURE

1		WHAT IS STRESS? Learn what stress is, how it affects you, and common signs to watch for.
2		WHAT IS BURNOUT? Understand what burnout is, its key signs, and how it shows up at work.
3		RECOGNIZING THE SIGNS Physical, emotional, and behavioural signs of burnout.
4		PREVENTION STRATEGIES Practical ways to manage stress, build resilience, and prevent burnout.
5		SUPPORT & RESOURCES Where to get help and additional resources available to you.



You don't have to wait until burnout happens.
Awareness today. Action every day. A healthier, stronger workplace for all.

STRESS:

THE FOUNDATION OF BURNOUT

Stress is the body's natural response to demands, pressures, and challenges. Although manageable stress can help us stay focused and motivated, prolonged and unmanaged stress can increase the risk of burnout.

SIGNS OF CHRONIC STRESS:

- Feeling overwhelmed
- Difficulty concentrating
- Trouble sleeping
- Feeling irritable or anxious
- Low energy or fatigue
- Reduced motivation

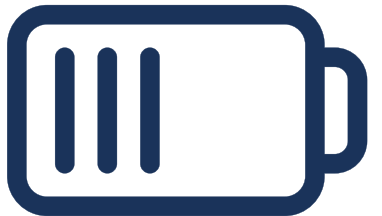


WHAT IS BURNOUT?

Burnout is a state of physical, emotional, and mental exhaustion that develops when chronic workplace stress is not managed effectively. It is characterized by persistent exhaustion, feeling detached from work, and reduced motivation.

Physical Exhaustion

Ongoing fatigue and low energy. Feeling physically drained, even when completing simple tasks.



Emotional Exhaustion

Feeling emotionally drained, irritable, or detached from work and daily responsibilities.

Mental Exhaustion

Difficulty with concentrating, making decisions, and/or staying motivated. Your mind constantly feels tired.



Burnout doesn't happen overnight. Recognizing it early and taking action can help prevent it from impacting your health, well-being, and performance.

Signs & Symptoms

Burnout can affect any worker and often occurs gradually. This can have an impact on your body, emotions, thoughts, and ability to work.



Common Signs of Burnout

Not Enough Energy

Drained energy, feeling run-down, unable to keep up with daily tasks.

Exhausted

Feeling constant emotional and physical tiredness.

Cynicism

Developing negative attitudes towards your workplace.

Mental Distance From Work

Not feeling a part of your workplace...more so feeling disconnected & mentally checked out.

Reduced Effectiveness

Unable to focus, make decisions, and perform work duties.

Reduced Productivity

Accomplishing less, taking longer to complete tasks, and feeling “stuck”



SELF-CHECK

Which of these signs have you experienced recently? Check all that apply.

☐ Energy depletion

☐ Exhaustion

☐ Cynicism

☐ Mental distance from work

☐ Reduced effectiveness

☐ Reduced productivity



Prevention Strategies

Burnout is a preventable condition with the correct measures. It is important to take proactive steps in order to protect your well-being, support others, and overall create a healthier workplace environment



FOR EMPLOYEES

Build mental resilience
Strengthen your ability to manage challenges and adapt to change.

Participate in stress-reducing activities
Make time for activities that help you relax, recharge, and reset.

Prioritize self-care and recovery
Take care of your physical, emotional, and mental well-being.

Seek support when needed
Reach out to health colleagues, leaders, or professional resources.

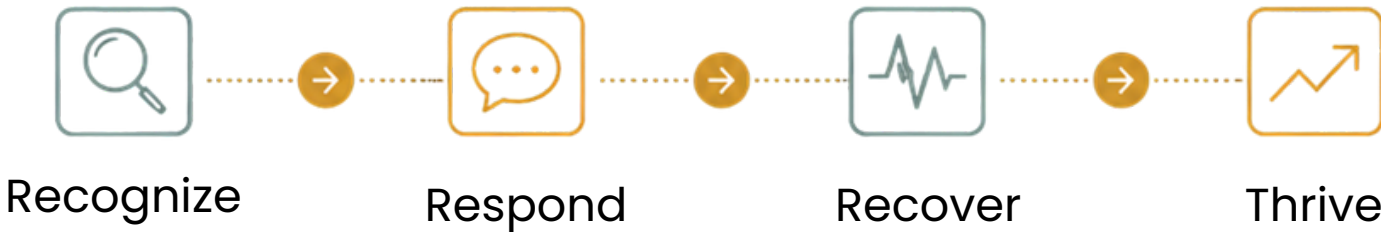
FOR MANAGERS

Foster a supportive work environment
Create a culture of respect, trust, and inclusion.

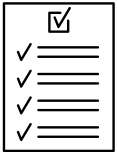
Help identify and reduce workplace stressors
Regularly check in and address workload, process, and other stress points.

Encourage healthy work-life boundaries
Support flexible work arrangements and respect personal time.

Promote open communication and psychological safety
Encourage honest conversations and ensure everyone feels heard and valued.



Prevention starts with **ACTION** because tiny steps today will lead to a healthier workplace tomorrow



Personal Action-Plan

Your Well-Being Starts with YOU

Take a moment to self-reflect and create a plan that supports your well-being!



1



Rate your current stress level:

- 0 1 2 3 4 5 6 7 8 9 10

2

What is adding to your stress levels?



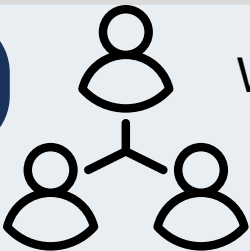
3



What is one thing you can do this week to support your well-being?

- ☐ Take regular breaks
- ☐ Go for a daily walk
- ☐ Practice mindfulness
- ☐ Set clearer boundaries
- ☐ Connect with a friend or colleague
- ☐ Other: _____

4



Who can you reach out to if support is needed?

5



What is your wellness goal for this week?

6

What is one thing you are doing well right now?

