



The burnout checklist

Part 1: knowing your limits

What is my tolerance to stress?

On a scale of 1 -5 (1 being least and 5 being most), how stressful do you find it when someone comes up with a new project or task that you didn't expect, and it has to be done immediately?



On a scale of 1 -5 (1 being badly and 5 being well), how do you cope with pressure? Such as upcoming deadlines, high stakes meetings or projects, being responsible for things at a large scale, being in the spotlight...



On a scale of 1 -5 (1 being not at all and 5 being very) how stressful do you find it to juggle multiple priorities and projects at the same time?



If these scenarios don't bother you, you likely have a high(er) tolerance to stress. Be mindful and **check in with yourself** when you feel one of these going out of balance.

If these seem awful to you, you are probably quite **sensitive to high pressure environments**. Look out for this! Make sure you are regularly re-evaluating where you stand.



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What are my boundaries?

- Agree or disagree: I am totally fine working long hours, late or weekends. I enjoy it.
- Agree or disagree: I don't mind changing my schedule around and reshuffling it frequently, I am flexible and adaptable
- Agree or disagree: I can manage a high workload/lots of projects. I like to have a lot going on
- Agree or disagree: I like to receive projects with clear deadlines, advance notice and proper planning so I can prioritize my work accordingly
- Agree or disagree I'm fine with change: of teams, of projects... you name it! Change keeps things exciting and different
- Agree or disagree: I am good at saying no and turning down things when I've reached my limit

If you disagree with some of these statements, this is an indicator of where your **boundaries** lie. Ask yourself: how well are you currently honouring or expressing them in the workplace? If you feel that your boundaries are frequently being overstepped, this can be a cause or **trigger for burnout**.



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These questions are designed to help you identify the things that are more likely to stress you out, or create **emotional distress** at work. This will look different for everyone so it's raising awareness for yourself.

Part 1: knowing your limits

What triggers me?

- What kind of behaviours in the workplace bother you?
- How do you cope with conflict? What situations do you perceive as being conflictual?
- Are you someone who likes to receive orders and “executing” tasks, or do you prefer autonomy?
 - With this in mind, how does it impact how you feel about your interactions with colleagues?
- Do you value politeness and proper form e.g. in emails asking for something with please, acknowledging someone’s time etc. or are you ok with jumping straight to the point?
- How important are fair practices to you? i.e. between team members and within the company, ensuring everyone gets similar opportunities...
- Do you tend to take feedback or failure very personally?
- When a colleague raises their voice or loses their temper, how do you feel?
- What really increases your stress levels at work?



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Part 2: what brings me joy?

What (re)energizes me? Select all that apply

- Alone time
- Quiet time to think and re-charge
- Spending time with friends and family
- Doing something physical: working out, climbing, running, dancing...
- Cooking
- Reading
- Self care (e.g. massage, spa day, doing nothing)
- Meditation
- Being in nature
- Other - fill in the blank with the activities or things that energize you and bring you joy

Being aware of the things that help you to wind down and bring you joy, is very important in preventing or managing burnout. It's important to devote and make time for them, because they will create **endorphins**, give you time to **disconnect, rest and recover** – before going back to work. Routinely ignoring or delaying them will surely worsen the symptoms, or increase the chances of **burnout**.



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Part 3: what does my day to day look like?

What is your life made up of?

- Am I getting enough sleep?
- Am I eating healthily?
- Do I feel fulfilled in my relationship/am I connected to my partner? (if applicable)
- Do I have a good group of friends, do I feel supported?
- Am I spending enough time doing the things that bring me joy?
- Am I dedicating enough time to rest and recovery?
- Am I keeping active through movement?
 - If not movement, am I finding other ways to release and stimulate myself mentally outside of work

The balance you have in your life will impact how you feel and show up at work. It will also impact your ability to cope with and/or prevent burnout. For example if you're not sleeping enough you might find it harder to deal with **stress** and bounce back from certain situations. Or if you don't feel supported, this might make challenging times harder to overcome. It's important to have a **well-rounded balance** outside of work, that contributes to your overall wellbeing.