

Resilience and Burnout Prevention Tip Sheet

As we continue to navigate the challenges of the COVID-19 pandemic and return to work, the ability to protect your mental and physical health, remain resilient, and manage the increased demands and pressures is more important than ever. We are experiencing situations we have never encountered before and there is a great deal of uncertainty. Responsibilities at home and at work may be different and perhaps more difficult, and you may begin to experience feelings of mental and physical depletion and exhaustion. You are not alone in these feelings, as the negative effects of the pandemic have resulted in widespread changes and challenges that have impacted mental and physical health for many people. If you are concerned about symptoms of burnout, it is important to consult your local healthcare practitioner, as burnout may require medical supervision or treatment.

How to Recognize Signs of Burnout

- Feelings of constant exhaustion and low energy
- Lose passion in your work
- Noticing low productivity in your work
- Increased worry and anxiety
- Difficulty sleeping
- Often irritable
- Frequent mood swings
- Lack of self-discipline

Use the Three R's to Deal With Burnout

1. Recognition: Be aware of the signs and symptoms of burnout so you can recognize their onset.
2. Reversal: Take action to reverse or mitigate the symptoms by practicing self-care and engaging in enjoyable activities.
3. Resilience: Evaluate your daily routine of work and life to see if there are any windows of opportunities to incorporate more time for yourself.

Managing Burnout

- Determine what you can do that is within your control
- Maintain a consistent and healthy lifestyle routine
- Try not to overwork your mind and body and take frequent breaks between meetings and tasks
- Find a sense of purpose or meaning behind your tasks
- Set boundaries with your time and energy in order to invest in yourself. Ask yourself "if you say "yes" to others are you saying "no" to yourself?"
- Do something kind for another (show appreciation, volunteer)
- Seek help from a professional

At this time it is important to be gentle with yourself, your family and colleagues. Stay in touch with others, share your feelings and concerns with them, and seek help from a professional when you need it. It is important that as we navigate a gradual return to campus, employees become familiar with all available resources and supports. If you would like to boost your resilience, or are experiencing feelings of exhaustion or burnout, seek help by using some of the resources and supports listed below.:

Access Informed Succinct Wellness Materials:

[What are the 5 stages of burnout?](#)

Burnout comes in 5 stages. Throughout this article, we will go into detail about each stage, explain the symptoms that you can look out for and offer some wellbeing strategies you can implement in your personal and professional lives to help combat burnout. So, what are the 5 stages of burnout?

[Mayo Clinic](#)

Job Burnout: How to Spot it and Take Action: A concise summary of symptoms, causes, risk factors and the consequences of burnout.

[Canadian Mental Health Association](#)

Take 15 minutes just for you.

[Harvard Business Review](#)

Battle Burnout with this Acronym.

[American Psychological Association: Building Resiliency Page](#)

A road- map for adapting to life-changing situations, and emerging even stronger than before.

[Developing Resilience: Overcoming and Growing from Setbacks](#)

Mindtools -What is resilience, why we need it and how to develop it.

[Career Burnout - CAMH](#)

Early warning signs and strategies towards a healthier lifestyle.

Speak With A Trained Professional Counselling Coordinated by LifeWorks

Through LifeWorks, 1-855-597-2110, a qualified professional will provide you with confidential help tailored to your specific situation. Services are offered confidentially 24/7/365 and may include advice, counselling, or coaching. There is also an online portal which can be accessed through login.lifeworks.com where you can chat with a counsellor and access tools, resources and articles.

Video: Setting Boundaries to Avoid Burnout: LifeWorks tips and tactics to set boundaries and prevent burnout.

Understanding and Avoiding Burnout: LifeWorks Article

Video: Are you experiencing burnout, stress or depression? LifeWorks strategies on supporting you with burnout, stress and depression.

Individual Counselling: The Services of a Registered Psychologist or Registered Psychotherapist of your choice may be covered by benefits for your employee group.

Learn About Building Resilience And Preventing Burnout With A Course

Managing Burnout: LinkedIn Learning course with Meloday Wilding, a licensed social worker with a master's degree from Columbia University; a professor of human behavior at Hunter College; and the author of Trust Yourself: Stop Overthinking and Channel Your Emotions for Success at Work.

Overcoming Burnout for Employees: Learn to identify the symptoms of burnout and explore strategies for coping with and avoiding burnout. Session delivered by a LifeWorks Learning Facilitator.

Building Resilience: LinkedIn Learning course with Tatiana Kolovou, faculty member at the Kelley School of Business at Indiana University to help build resilience for when the going gets tough.

Find A Website To Browse And Consider A Range Of Resource Options

Support and Advice for Employees During the COVID-19 Pandemic

The University encourages faculty, staff, librarians and their families who may need additional support to reach out for help. There are a variety of services available, both internally and externally, listed on [this site developed by the Division of People Strategy, Equity & Culture](#).

Your Mental Health and the COVID-19 Pandemic

The [Centre for Addiction and Mental Health](#) has designed a site to provide information and suggestions about how best to cope in this difficult time. The site includes tips, coping strategies, and resources to manage your mental health during the COVID-19 pandemic.

Wellness Together Canada

An [online portal](#) that allows Canadians to access self-assessments, self-directed e-mental health tools, peer support and live counselling by telephone, video and text that is funded by Health Canada.

Workplace Strategies for Mental Health

A [webpage to help improve your ability to bounce back](#) after a potential health, personal, or work crisis. It will help identify effective strategies and resources to draw on when needed.

Use Interactive Wellness Tools At Your Own Pace:

[The Working Mind: Self Care and Resilience Guide](#)

Assess your mental health and create a self-care resilience plan.

[How am I doing?](#)

Check in with yourself daily to assess how you are coping.

[Bounce back](#)

Learn key life skills that can boost your mood and manage stress and anxiety

[Staying Resilient in the COVID-19 Pandemic](#)

A vlog with tools to boost your resilience

Any Additional Concerns?

If you have any additional questions or concerns in advance of returning to campus, please inform your manager. If you require further assistance, contact your [Divisional HR Office](#). Further concerns regarding COVID-19 and returning to campus may be answered by the [Occupational Health Nurse](#) after contacting your supervisor and [Divisional HR Office](#).

To arrange, re-establish, or modify your accommodation plan, please contact [Health and Well-being](#).

More On Wellness

Wellness supports and resources will continue to be provided through a variety of [tri-campus equity offices](#) as the University community gradually begins to return to campus. If you require more information on wellness support, please reach out to your manager, [Richa Chodha, Integrated Wellness Consultant](#), or your [Divisional HR Office](#).