



Burnout action plan

Fill in this table with signs and symptoms that are unique to you and which indicate that you are getting close to burnout. Keep this list in mind and if you start experiencing any of these symptoms, take action immediately using your burnout action plan (next task).

Psychological symptoms (e.g. feeling anxious, loss of motivation)	Physical symptoms (e.g. poor sleep, muscle tension, loss of appetite)	Behavioural symptoms (e.g. withdrawing, irritability)

Next, have a think about which specific actions you could take to address the specific symptoms you have listed above. Write as many ideas as you can think of here and, if you start experiencing any of your burnout symptoms, start adding these into your daily and weekly life immediately. Have a look at the example to help you get started.

Symptom	Possible actions
<i>Feeling overwhelmed and struggling to get things done.</i>	<ol style="list-style-type: none"> 1. <i>Write down some SMART goals for all the things I need to do.</i> 2. <i>Consider whether I can reduce my workload for now, delegate, or shift some things to later in the month.</i> 3. <i>Ask someone I'm close to for help with tasks at home.</i> 4. <i>Practice mindfulness and do some relaxation exercises.</i> 5. <i>Talk to a good friend to help me keep things in perspective.</i>