# **Tip Sheet**



# 5 Steps to Help Prevent Burnout

Balancing the demands of work and home life can be challenging. When stress builds up and time to rest becomes limited, it can take a toll on our energy, motivation and overall well-being.

Burnout happens when ongoing stress and excessive demands leave us feeling emotionally, physically, and mentally exhausted. It can cause feelings of overwhelm, fatigue and disconnection from work and personal life.

Often, burnout develops gradually. When our responsibilities outweigh the time and energy we have to meet them, it eventually catches up with us - no one can give from an empty cup. With less downtime, increasing workloads, and constant digital connection, many people find it hard to truly switch off.

## 1. Prioritise rest and recovery

Build regular rest into your routine - not just sleep, but mental downtime. Even short breaks away from screens or tasks can restore focus and calm.

#### 2. Set work-life boundaries

Be clear about your limits. Switch off work notifications after hours, take your lunch break away from your desk, and learn to say no when your plate is full. Protecting your time is protecting your health.

### 3. Stay connected

Talking to trusted people, colleagues, friends, or family, can help you put challenges into perspective. Connection reminds us we're not alone and that help is always available.

# 4. Move your body

Physical activity doesn't have to be intense. Stretching, walking, or gentle exercise can help clear your mind, release tension and boost your mood.

#### 5. Check in with yourself

Take time to reflect on how you're feeling emotionally and physically. Ask yourself: Am I coping well? Do I need extra support?

If you're worried you might be experiencing burnout, reach out for support. Talk with your manager, a trusted colleague, or access support through your **Employee Assistance Program (EAP)**.

Seeking help early can make a big difference in recovery and resilience.

For more information please visit relationshipswa.org.au or call us on 1300 364 277.