



# Preventing burnout

A strong support system is key to preventing burnout, but how can you ensure you're reaching those who need it most?

Long term strategy should focus on resilience and culture change, but when stress is high and burnout is imminent, leaders must take direct action to protect their people.

## Urgent action

When burnout is imminent

**Timescale: within a week**



- 1 Catch up with employees daily to monitor their workload and check in on their mental health.
- 2 Ensure your people are taking regular breaks and working reasonable hours, even in times of stress, revising their schedule if necessary to allow time to recharge.
- 3 Encourage employees to use their employee assistance programme or Mental Health First Aid support.
- 4 Consider reducing hours or offering a mental health day, ensuring any remaining workload is delegated carefully to avoid placing further stress on the rest of the team.

## Staying alert

When burnout is a threat

**Timescale: within a month**



- 1 Increase the frequency of 1:1s and begin checking in with those who are struggling at least every other day.
- 2 Evaluate goal setting to ensure targets are realistic and adjust timescales if necessary.
- 3 Support employees to prioritise and delegate: the Eisenhower Matrix is a great tool for workload management.
- 4 Help employees deal with high pressure situations by hosting a webinar on coping with stress to provide practical advice which they can put to use straight away.

## Building resilience

Preventing burnout

**Timescale: on-going**



- 1 Prioritise workplace wellbeing resources, ensuring all employees have equal access to support whether in the workplace or working remotely.
- 2 Build resilience through training via webinars, workshops or qualifications on topics such as stress, coping with change and Mental Health First Aid.
- 3 Ensure leaders and managers are leading by example to set positive expectations around work-life balance and managing their own stress levels.
- 4 Focus on influencing company culture through your wellbeing strategy — flexible work options, mental health days off and coaching 1:1s are a great start.