



# Supervisor NEWSLETTER

Employee Assistance Program  
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## Helping Your Team with Burnout

By Patrick Rice, LMHC, CEAP

**Your employees probably won't say it in their exit interviews, but if they've quit suddenly it's very likely that they've been suffering from job burnout for a while.**

Although the exact number of employees who leave work because of burnout is hard to pin down, a brief look at any "top-ten reasons people quit" will show burnout to be a consistent reason.

This may come as a surprise, in part because burnout is generally accepted as a "normal" part of any job now. The General Social Survey, a nationwide survey that tracks general attitudes in society, reported that in 2016, 50% of respondents stated that they were consistently exhausted because of work; additionally, 55% of respondents stated that they had at least one, if not more, days of poor mental health in the last month.

What data like this suggests is that, all too often, burnout is seen as a cultural norm rather than a chronic problem that can be addressed. As a manager, you're in a prime position to spot and address burnout and to steer the culture of your company towards one of wellness on the job. Below are some ways you can spot burnout, as well as some thoughts on how to address it more directly:

1. **Learn to spot it.** The first step to handling burnout is in learning to spot it early. Some common signs of burnout include lack of motivation, cynicism, frustration with the job, and a general sense of disillusionment with job or field. This may manifest in increased sick day use, employees leaving early or coming in late, or in discipline problems.
2. **Proactively look for causes of burnout.** Have there been recent significant changes in the office? Was funding cut? Are layoffs brewing? Keeping an eye out for looming large events that can sap morale may help you come up with ways to support your team when they might not otherwise feel supported.
3. **Don't overload your employees.** This is both the most common-sense solution and the one that elicits the most eye rolls. It can be difficult to devise work flows that keep workloads manageable, but keeping an eye on how duties are spread between employees is one of the most important and sensible ways of preventing burnout in a team.
4. **Make wellness a priority.** Maintaining and emphasizing wellness is not often seen as key in preventing burnout, but the truth is that work takes its toll on your employees. By promoting the physical and mental health of your employees, you'll allow them to better balance their physical and emotional needs with their work needs.
5. **Help your team feel like a team.** The workplace can feel lonely at times, and isolation is a key factor in burnout. Helping your employees feel like they are part of a team with a common mission can help give them a sense of purpose, as well as a network for when they're feeling unsure about their job satisfaction.

Preventing burnout is not the job of any one manager, but it is up to leadership to model healthy workplace habits. Consider the type of workplace you'd want to come in to every day, and about how you can make that workplace a reality. And most of all, take care of yourself! Because, it will be hard to help the rest of the office if you're the first one to burn out.