



BURNOUT
CHECKLIST & GUIDE

SO YOU DON'T CHECK OUT OF YOUR LIFE

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UNDERSTANDING BURNOUT

Burnout

The term was first used in 1974 by Herbert Freudenberger, in his book, *Burnout: The High Cost of High Achievement*.

“Burnout is a reaction to prolonged or chronic job stress and is characterized by three main dimensions: exhaustion, cynicism (less identification with the job), and feelings of reduced professional ability.”

Burnout is a reaction. Burnout is the name for the way we react to stress, trauma, pain, and when we have reached beyond our window of tolerance.

The key to challenging burnout is to be aware of your triggers, limitations, and tolerance levels and when they are activated! Proactive awareness and not reactive.



Burnout Checklist

RISK FACTORS

- Increased Responsibilities
- Inability to set and keep boundaries
- Lack of support or help.
- Increased criticism (personal or professional).
- Perfectionism.
- People pleasing behaviors.
- Codependency
- Inability to ask for help or "I got this mentality"
- Not practicing in regular self-care.

Burnout Checklist

Physical Symptoms

- Upset Stomach
- Muscle Aches
- Heart palpitations
- Decreased immunity (keep getting sick)
- Tightness or pain in your chest
- Headaches
- Fatigue or Tired
- Feeling exhausted

Emotional Symptoms

- Increased Irritability
- Feelings of sadness and depression
- Increased Anxiety
- Feeling on edge or overwhelmed
- Feeling as though you are going crazy
- Crying Spells
- Mood swings
- Feelings of incompetence, worthlessness, or inadequacy

Mental Symptoms

- Incoherent Thoughts
- Difficulty with focusing.
- Making unusual mistakes.
- Inability to think clearly or "brain fog"
- Negative thoughts relating to your ability to perform tasks

Behavioral Symptoms

- Isolation
- Withdrawal
- Snapping
- Pushing yourself saying "I'm fine"/Denial
- Losing Control
- Going against your values
- Avoidance of people, places, things you loved to do.
- Disconnecting from yourself
- Projecting that you are ok when you aren't.

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Tips For Beating Burnout

If you find that you checked off more than 10 items between the risk factors and symptoms, it is safe to say that you are either feeling burned out or approaching burnout!

It is important that you begin to focus on taking care of yourself.

The best thing you can do is to talk to a therapist, a specialist, or someone who can help you identify and create balance in your life.

The opposite of burnout is not self-care but **BALANCE!** Self-care is a manifestation of having a balanced life!

Balance appears on a continuum. It shifts and changes with the seasons of our lives. Dependent on where you are in life, balance looks different. That is why I stress lifestyle changes and not one-time events!

Here are a few tips to begin to practice a lifestyle of balance and self-care!

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Tips For Beating Burnout

Practice Self-Care & Create Balance

Self-care is not a one time event! If you aren't balanced, you are not effective! Here are the areas of focus: spirituality, mentally, emotionally, professionally, socially, and environmentally. Assess how well you are meeting your needs in those areas and how you can improve? How are you creating balance in your life? What does it look like?

Develop Emotional Currency

If you are constantly giving, you have to develop a social support system that pours into you! Accept the help! Speak up and ask for what you need and when it's needed.

Set and Stick To Your Boundaries

Boundaries are not for others! Boundaries indicate what you will and will not tolerate. It is FOR YOU. It's up to you to enforce it!

Connect With Yourself

Most Importantly, connect with yourself. Take time to evaluate what you need. Practice taking quiet time for yourself.