

# Productive to the Max

**P**roductivity

**P**erformance

**P**rofitability

## ***Battling Burnout?***

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Are you always on? Do you always have to do it all? Do it better? Do you place constant high demands and expectations on yourself? Do you always take on extra projects? Are your goals elusive? Do you suffer from low self-worth? You are a prime candidate for burnout. Burnout is defined as "exhaustion of physical or emotional strength usually as a result of prolonged stress or frustration". With constant outsourcing and downsizing, a world that is wired 24 hours a day, lack of recognition and so much to do in so little time, it is no wonder we feel "we are losing it!".

What to do?

1. Sit down with someone who knows you and or loves you or a professional to help you concentrate on all your wonderful strengths. With burnout comes the mental and emotional exhaustion, resentment and the feeling that people are taking advantage of you. You need an objective outsider to put your feelings into focus.
2. Exercise. This is something you can control, becomes a routine and provides time to focus your mental thoughts and lift your spirits. Start with small increments and build up.
3. Analyze your diet. Is what you are putting into your body causing some of your moodiness and depression? Follow a balanced diet and avoid caffeine and alcohol.
4. Take time to contemplate your navel. You need to reflect on your values, priorities, feelings and relationships. Retreat from your everyday life even if you have to go away for a while.
5. Read and write. Journal all your thoughts in order to express and analyze your emotions.
6. Do something right off the wall!!!! Have fun. Laugh. Change your focus!

Say no!!!! until you have your act together. The most important person in your life right now is you!