

5 Ways to Overcome **BURNOUT & STRESS**

1. Put yourself first

Put on your oxygen mask first, do things that fill you up with energy, embrace hobbies

2. Incorporate proactive recovery into your day

Even when you are stressed and overloaded with work, you must find a balance, and it always pays off!

- a. Stretch and move
- b. Breathe & meditate

3. Keep your connections – virtual, and physical when possible.

Prioritize family and friends, be there for your colleagues, authentically share how you are feeling, and be mindful of others around you. Hold virtual coffee breaks and non-work-related meetings that replace the corridor small talk. Celebrate birthdays and special days together.

4. Create boundaries between work and personal time and space

- a. Create a designated space in the house for your work, and dress up for work.
- b. Define a strict schedule and mark your personal time in your calendar. Respect your own boundaries and ask others to respect them too, even if sometimes you need to say NO.
- c. Create rituals that replace the drive to work –to help you mark the shift between work and personal time
- d. Decide as a team to enable breaks, lunch time and, when needed, split the workload with others to allow balance and recovery.

5. Maintain a healthy lifestyle

- a. Prioritize sleep, and incorporate movement as part of your day (even 2 minutes of stretching every 1-2 hours). Be mindful of your nutrition and drink plenty of water.
- b. Remember to breathe – our breathing regulates our energy levels, reduces stress and helps us focus.
- c. Create daily rituals to incorporate.

BONUS - GRATITUDE + JOURNALING

