

# A Supervisor's Guide to Recognizing and Preventing Burnout

## KNOW THE WARNING SIGNS



## RESOURCES



Exhaustion  
Headaches  
Difficulty Sleeping  
Frequent Illness  
Forgetfulness  
Irritability  
Cynicism  
Lack of Interest  
Isolation  
Loss of Productivity  
Procrastination

Strive Employee Life & Family (SELF)  
ComPsych- 800-808-2261  
[www.guidanceresources.com](http://www.guidanceresources.com)

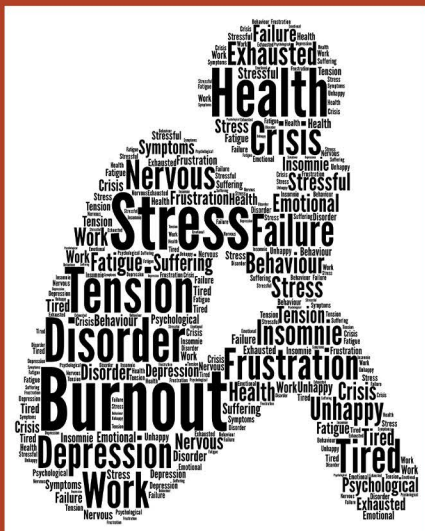
## MO Learning

### Recommended For You:

Giving and Receiving Feedback  
A Leader's Guide to Reducing Team Burnout  
Managing Burnout  
Prevent Team Burnout as a Manager  
Essential Lessons for First-Time Managers  
Project Manager Burnout:  
Recognizing, Disrupting and Reversing

### Recommended For Your Team:

How to Beat Burnout, Exhaustion, and Stress  
Managing Career Burnout



# Temperature Check

## MONITOR TEAM MEMBERS

### TIPS



SHARE INFORMATION ABOUT YOURSELF

GET TO KNOW YOUR TEAM MEMBERS

BE VULNERABLE AND HUMAN

COMMUNICATE OFTEN

DISCUSS WHAT YOU DO WHEN YOU FEEL OVERWHELMED OR STRESSED

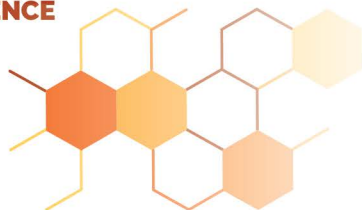
LISTEN

SHARE THE WORKLOAD WITH OTHER TEAM MEMBERS

LEARN STRENGTHS AND WEAKNESSES

RECOGNIZE THAT EACH TEAM MEMBER IS DIFFERENT

WALK AROUND/SHOW MORE OF A PRESENCE



# AWARENESS



## Baseline Questions to Ask Yourself:

Is this behavior out of character for my team member?

Is this team member usually reliable or high performing?

Am I making work purposeful for my team members?

Am I focusing on strengths and development of my team members?

Am I actively listening to my team member?

Am I fostering a positive environment of teamwork for my team members?

Am I monitoring the workloads of my team members?

Am I allowing flexibility for my team members?

Am I communicating and engaging with my team members?



## Conversation Starters:

What are your concerns?

What do you like/dislike about your work here?

Do you need assistance prioritizing your time?

What is one change we could make that would be a positive difference for you?

What resources would make your job easier?

What would increase your job satisfaction?