

# Tips to prevent Burnout

1

## Set Boundaries

It's important to set clear boundaries between work and personal life. This means creating a schedule and sticking to it, avoiding work-related tasks outside of work hours, and taking regular breaks to recharge.

2

## Delegate Tasks

Delegating tasks to employees or outsourcing to a third-party can alleviate the pressure of having to do everything yourself. This not only helps to free up your time but also allows others to take on responsibility and grow their skills.

3

## Prioritise

Prioritising tasks and focusing on the most important ones first can help to reduce stress and prevent burnout. Create a to-do list and rank tasks based on their urgency and importance.



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## Look After Yourself

Taking care of yourself is essential. This means getting enough sleep, exercise, and eating a healthy diet. It's also important to take care of your mental health by managing stress levels and practicing self-care.

5

## Seek Support

Don't be afraid to seek support from others. Whether it's talking to a mentor or reaching out to a support group, having a strong support system can help you cope with stress and prevent burnout.

