

Kathy Graves Farley

BURN OUT PREVENTION TIPS

When You Feel Fatigue, Anxious, Aggressive or Depressed, There's a Good Chance You Have a lot on Your Plate and It's Starting to Take Its Toll. Do Yourself a Solid and Check-Off on these Proven Tools for Righting the Ship and Moving Forward, Full Sail!

- 1 TAKE BREAKS** It's important to give yourself regular breaks throughout the day to recharge and relax. This could be as simple as taking a short walk, practicing deep breathing exercises, or listening to music.
- 2 DELEGATE TASKS** Don't be afraid to ask for help or delegate tasks to others. You don't have to do everything on your own. By sharing the workload, you can prevent burnout and ensure that tasks are completed efficiently.
- 3 SET BOUNDARIES** Establish clear boundaries with your mentees, colleagues, and even yourself. This includes setting limits on your availability, saying no to excessive demands, and prioritizing your own well-being. No is a complete sentence.
- 4 PRACTICE SELF-REFLECTION** Take time to reflect on your experiences as a mentor and identify any signs of burnout. Regularly check in with yourself and assess your mental and emotional state. If you notice any warning signs, take proactive steps to address them.
- 5 SEEK SUPPORT FROM YOUR MENTOR** Connect with other mentors who may be experiencing similar challenges. Share your experiences, seek advice, and offer support to one another. Having a support system can help alleviate feelings of burnout and provide valuable insights.

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BURN OUT PREVENTION TIPS (CONT'D)

- 6 CELEBRATE ACHIEVEMENTS** Take time to acknowledge and celebrate your accomplishments as a mentor. Recognize the positive impact you're making and give yourself credit for your hard work. Celebrating achievements can boost motivation and prevent burnout.
- 7 PRACTICE SELF-CARE** Engage in activities that promote self-care and relaxation. This could include hobbies, meditation, journaling, or engaging in activities that bring you joy and relaxation. Prioritize self-care as an essential part of your routine.
- 8 TAKE BREAKS FROM MANAGING** It's important to take time off from mentoring to recharge and rejuvenate. Plan regular vacations or breaks where you can disconnect from your mentoring responsibilities and focus on self-care.
- 9 LISTEN TO YOUR BODY & MIND** Pay attention to any physical or mental signs of burnout, such as fatigue, irritability, or decreased motivation. Listen to your body and mind's needs and take appropriate action to prevent burnout.
- 10 REMEMBER YOUR PURPOSE** Remind yourself of why you became a mentor in the first place. Reconnect with your passion and purpose, and let it guide you through challenging times. Remembering your purpose can help you stay motivated and prevent burnout.