



International  
**Wellbeing** Insights  
People, Culture & Wellbeing



Stress Management Society  
from distress to de-stress

# Burnout and Self Care

## 2023

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# UNDERSTANDING BURNOUT

The 11<sup>th</sup> Revision of the International Classification of Diseases 11 (ICD-11) defines burnout as

“a syndrome conceptualized as resulting from chronic workplace stress that has not been successfully managed”.

Moreover, according to the ICD-11’s definition, burn-out is characterized into three dimensions:

**FEELINGS OF ENERGY DEPLETION OR EXHAUSTION**

**INCREASED MENTAL DISTANCE FROM ONE’S JOB, OR FEELING OF NEGATIVISM OR CYNICISM**

**REDUCED PROFESSIONAL EFFICACY**

## OTHER SIGNS AND SYMPTOMS OF BURNOUT:

- **COMPULSION TO PROVE ONESELF**
- **PUSH TO WORK HARDER**
- **NEGLECTING PERSONAL NEEDS**
- **INCREASED PERCEPTION OF CONFLICT**
- **WITHDRAWAL FROM SOCIAL SITUATIONS**
- **A REVISION OF YOUR VALUE SYSTEM, SELF-WORTH BASED JOB**
- **DENIAL OF PROBLEMS AND/OR BELIEVE THAT OTHERS ARE LAZY**
- **OBVIOUS BEHAVIOURAL CHANGES NOTICED BY OTHERS**
- **LOSS OF CONTACT WITH SELF**
- **FEELINGS OF INNER EMPTINESS**
- **LOW MOOD, DEPRESSION**
- **DISTORTED SENSE OF TIME**
- **MENTAL, EMOTIONAL OR PHYSICAL COLLAPSE**



# DIGITAL DETOX

ASSESS YOUR USE OF TECHNOLOGY	Y	N
DO YOU OWN A SMARTPHONE (IPHONE, ANDROID, ETC.)?	Y	N
DO YOU CHECK YOUR PHONE IN THE FIRST HOUR OF THE DAY?	Y	N
DO YOU SPEND YOUR DAY WORKING IN FRONT OF A COMPUTER?	Y	N
DO YOU USE TECHNOLOGY AS A MEANS OF ESCAPE?	Y	N
DO YOU FEEL THAT YOU STAY ONLINE FOR LONGER THAN ORIGINALLY INTENDED?	Y	N
DO YOU FEEL THE NEED TO USE THE INTERNET/GAMES/SOCIAL MEDIA WITH INCREASING AMOUNTS OF TIME IN ORDER TO ACHIEVE SATISFACTION?	Y	N
DO YOU FEEL PREOCCUPIED WITH THE INTERNET/GAMES/SOCIAL MEDIA?	Y	N
DO YOU FEEL RESTLESS, MOODY OR IRRITABLE WHEN ATTEMPTING TO CUT DOWN OR STOP INTERNET/GAMES/SOCIAL MEDIA USE?	Y	N
CAN YOU STAND IN A QUEUE WITHOUT CHECKING YOUR PHONE?	Y	N
DO YOU FEEL THE NEED TO RESPOND IMMEDIATELY TO YOUR MESSAGES?	Y	N
DO YOU CONSTANTLY CHECK THE PHONE EVEN IF IT DOES NOT RING OR VIBRATE?	Y	N
DO YOU FEEL ANXIOUS WHEN AWAY FROM YOUR DEVICE OR COMPUTER?	Y	N
WHEN DRIVING, DO YOU CHECK YOUR PHONE WHILST WAITING IN TRAFFIC?	Y	N
DO YOU CHECK YOUR PHONE DURING MEAL TIMES?	Y	N
DO YOU FEEL PANICKY AND ANXIOUS IF YOU DON'T HAVE YOUR PHONE ON YOU OR IF THE BATTERY IS DEAD?	Y	N
SINCE YOU HAVE BEEN AT THIS WORKSHOP HAVE YOU AT ANY POINT STOPPED TO CHECK EMAILS, SOCIAL MEDIA, TEXT MESSAGES ETC.?	Y	N
HAVE YOU EVER CHECKED YOUR EMAILS, SOCIAL MEDIA, TEXT MESSAGES, ETC. WHILE ON THE TOILET?	Y	N
HAVE YOU EVER CHECKED YOUR EMAILS, SOCIAL MEDIA, TEXT MESSAGES, ETC. IN BED?	Y	N
DO YOU CHECK YOUR PHONE JUST BEFORE GOING TO SLEEP?	Y	N
HAS ANYONE EVER TOLD YOU THAT YOU'RE ONLINE/ON YOUR PHONE TOO MUCH?	Y	N
<b>TOTAL</b>		

# HEALTHY BOUNDARIES SURVEY: LEARN TO SAY 'NO'!

This survey will ask you a series of questions to unpack some of the behaviours that can often lead to 'Yes Stress'. The objective of this exercise is not to be compared against a scale or receive a score.

The exercise is not intended to cause alarm or cast judgement, but to empower you to say 'No' when you need to.

ASSESS YOUR ABILITY TO ASSERT YOURSELF	AGREE	DISAGREE
I TAKE ON MORE THAN I CAN DEAL WITH	A	D
I DO MORE TASKS FOR OTHERS THAN OTHERS DO FOR ME	A	D
I FEEL PEOPLE TAKE ADVANTAGE OF ME	A	D
I AGREE TO THINGS TO AVOID CONFRONTATION	A	D
I FEEL STRESSED BECAUSE OF TASKS THAT OTHERS HAVE GIVEN ME	A	D
I CANNOT TELL OTHERS WHEN THEIR BEHAVIOUR IS NOT ACCEPTABLE TO ME	A	D
I CANNOT EXPRESS MY HONEST OPINION TO OTHERS	A	D
I CANNOT SAY 'NO' WITHOUT FEELING GUILTY OR ANXIOUS	A	D
I OFTEN DEPRIORITISE MY NEEDS TO FULFIL SOMEONE ELSE'S DEMANDS	A	D
<b>TOTAL</b>		

## MY PERSONAL ACTION PLAN

I promise myself I am going to decrease my 'YES-stress' by taking these actions:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Enter your commitments to log your actions and progress.

# PRACTICAL TIPS TO AVOID BURNOUT

1. **Identify the source of your burnout:** Understanding the cause of your burnout is the first step to finding a solution.
2. **Take a break:** Taking a break from work or your routine can help you recharge your batteries and gain perspective.
3. **Take small breaks throughout the day:** Give yourself short breaks throughout the day to help you stay refreshed and energised.
4. **Practice mindfulness:** Mindfulness meditation can help you stay present and reduce stress.
5. **Stay active:** Exercise can help release endorphins that improve your mood and reduce stress.
6. **Practice good sleep hygiene:** Getting enough quality sleep is essential for physical and mental well-being.
7. **Practice self-compassion:** Be kind and understanding towards yourself, and don't be too hard on yourself.
8. **Connect with others:** Maintaining social connections can help you feel supported and boost your mood.
9. **Set boundaries:** Learn to say no to things that are not essential, and set boundaries to protect your time and energy.
10. **Prioritise self-care:** Make time for activities that bring you joy and relaxation, like taking a bath or reading a book.
11. **Get organised:** Use a planner or calendar to help manage your schedule and avoid feeling overwhelmed.
12. **Try new hobbies:** Engaging in new activities can help you find new interests and passions.
13. **Learn to delegate:** Don't take on too much responsibility, and delegate tasks to others when possible.
14. **Practice deep breathing exercises:** Deep breathing can help you relax and reduce stress.
15. **Limit your exposure to news and social media:** Constantly checking the news or social media can cause anxiety and stress.
16. **Seek support from a professional:** If you're experiencing severe burnout, seek help from a mental health professional.
17. **Set achievable goals:** Break down your goals into smaller, achievable tasks, and celebrate your progress.
18. **Practice gratitude:** Focus on the positive things in your life, and practice gratitude regularly.
19. **Take a holiday:** Take a break from your routine and go on a vacation to help you recharge and relax.
20. **Learn to say "No":** Don't be afraid to say no to requests or obligations that are not essential or would cause additional stress.

# MY ACTION PLAN

KNOWLEDGE IS POWER...ONLY IF YOU APPLY IT OR TAKE ACTION

GO TO [STRESS.ORG.UK](https://www.stress.org.uk) FOR HUNDREDS OF TIPS

THINK OF THREE COMMITMENTS YOU ARE GOING TO TAKE TO ENSURE YOU ARE BUILDING YOUR PERSONAL RESILIENCE AND COMMITTING TO SELF-CARE. THIS IS ABOUT LIFESTYLE BALANCE, MAKE YOUR ACTIONS FOCUSED ON **BURNOUT**, **DIGITAL DETOX**, AND **HEALTHY BOUNDARIES**.

**ACTION POINT 1: (BURNOUT): I WILL...**

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**ACTION POINT 2 : (DIGITAL DETOX) I WILL...**

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**ACTION POINT 3 : (HEALTHY BOUNDARIES) I WILL...**

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**WHO WILL I MAKE MYSELF ACCOUNTABLE TO OVER THE NEXT 30 DAYS?**

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**HOW WILL WE STAY IN TOUCH? HOW MANY TIMES OVER THE NEXT 30 DAYS?**

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