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**What are some tips for handling burnout?**

\* Recognize the symptoms of burnout.

\* Learn to ask for help.
\* Be aware of your family, job and self limitations.

\* Take time out during the day.
\* Maintain discipline in daily responsibilities & duties.

\* Take short vacations at least twice a year.
\* Diversify responsibilities; variety in both your job & home life.

\* Establish a set of priorities for yourself.
\* Change the little things & accept those you can't

\* Admit burnout is a problem; don't cover it up.
\* Decrease time taken away from satisfying aspects of your life by unimportant, trivial duties.

\* Discuss your priorities with your boss and your family members.
\* List the things you hate most at work or home; discard or delegate all you can.
\* Alternate major tasks with deferred results with those that have immediate productive and gratifying results.
\* Be aware of your motivation in dealing with your family or career field.

 **What are some ways to prevent burnout?**

\* Be informed of the expectations, scope of responsibilities, opportunity for advancement, supervision, job description, workload, evaluation criteria, benefits and salary of a job before accepting it.
\* Identify goals and evaluate accordingly both at home and on the job.
\* Maintain personal growth both at home and on the job.
\* Seek out helpful supervision for your work both at home and on the job.
\* Develop an active outside life with a variety of interests.
\* Personalize your work and home environment with meaningful pictures, objects, colors, etc.
\* Feel comfortable with yourself, set limits for yourself and know how far to become involved with family and colleagues.
\* Encourage and practice good communication skills.
\* Provide for flexible working conditions.
\* Seek out encouragement for trying new ideas.
\* Find your own "decompression techniques'' such as activities like meditation or exercise that relieve tension and put you into a more relaxed state.
\* Build a support system for yourself with those who can discuss your problems and help look for solutions. Don't just air gripes, but look for solutions.