

# Burnout in the Workplace

Think you may be starting to experience burnout? This handout will help guide you in recognizing, preventing, and recovering from burnout in the workplace.

## Recognizing Burnout in the Workplace

- **Change of attitude:** Feeling cynical at work and being irritable towards others. Feeling frustrated at work and about going to work.
- **Lack of Energy:** Experiencing changes in your sleeping patterns. Feeling exhausted about the thought of going to work or while at work.
- **Loss of Interest:** Struggling to find satisfaction in activities outside of work. Having difficulty focusing or staying productive at work.
- **Lack of Motivation:** Experiencing lowered motivation and struggling to be productive at work.

If you are worried you may be at risk for burnout, check out this assessment tool from Workplace Strategies for Mental Health: [Am I at risk for burnout?](#)

## Preventing Burnout in the Workplace

- **Disconnect:** Engaging in non-work-related activities outside of work. Limit work-related communication outside of work, if possible.
- **Manage Work Demands:** Create a list of tasks based on priority and calculate how much time should be allotted to each per week. Review with your Manager to ensure you have accounted for all your tasks, adequately estimated hours, and that the number of hours is within your workload (ex. 40 hours a week), and you are prioritizing correctly.
- **Take Breaks:** Don't work through your lunch breaks. Take a moment to step away and disengage from work.

## Recovering from Burnout in the Workplace

- **Talking to Someone:** Attend counselling or therapy if you feel you need to talk to a professional.
- **Self-Care:** Taking the time to take care of yourself, whether it be going for a walk, journaling, or practicing meditation.
- **Changing Work Routine:** Start focusing on one task at a time, rather than multitasking.
- **Setting Boundaries:** Be okay with saying no. Establish reasonable boundaries to maintain a healthy work-life balance. Clarifying with your manager what work is required of your position and setting boundaries for work that falls outside of your role.

## Resources Within Your Workplace

- **Speak with your Manager or HR Department:** If you feel you are starting to experience burnout, speak with your manager about setting up a plan on how to move forward.
- **Review Policies:** Explore workplace, provincial or federal policies around mental health. For example, the [disconnection from work policy](#).

## Resources Outside Your Workplace

The following links can help you access counselling support.

- Booked sessions and Walk-In Services Offered in Ottawa:
  - [The Walk-In Counselling Clinic & Counselling Connect](#)
  - [Programs and Services - CFS Ottawa](#)
- CBT Program. Includes self-led resources with individual or group sessions guided by a coach
  - [Depression and Anxiety-Related Concerns – Ontario Structured Psychotherapy Program | Ontario Health](#)

## Online Resources

- Workplace Strategies for Mental Health (e-learning module):
  - [Workplace Strategies for Mental Health presents: Prevent Burnout - Overview](#)
- What's Up? - Mental Health App uses CBT and ABT, and helps develop problem-solving tools
  - [What's Up? A Mental Health App App - App Store](#)
  - [What's Up? - Mental Health App - Apps on Google Play](#)
- MindShift CBT - Anxiety Relief App uses CBT to help develop lifestyle changes
  - [MindShift CBT - Anxiety Relief App - App Store](#)
  - [MindShift CBT - Anxiety Relief - Apps on Google Play](#)

## References

Canadian Centre for Occupational Health and Safety. (2025). *Mental Health - Job Burnout*. Government of Canada.

[https://www.ccohs.ca/oshanswers/psychosocial/mh/mentalhealth\\_jobburnout.html](https://www.ccohs.ca/oshanswers/psychosocial/mh/mentalhealth_jobburnout.html)

Baynton, M. A. & Ricketts, A. (2021). *Prevent Burnout*. Workplace Strategies for Mental Health.

<https://www.workplacestrategiesformentalhealth.com/resources/prevent-burnout>