

Checklist of individual burnout prevention goals

1° Write down the goals that are already reached.

2° Decide upon a priority theme and chose one goal to work on at a time.

Body :

- I'm active at least 30 minutes a day
- I have the opportunity to let steam off during the week
- I know how to regularly let go of tensions
- I take care of my physical health (healthy eating, rest, activity)
- I relax a little bit every day (mind and body)
- I have a restorative sleep
- I know how to relax from work when in my private life

Boundaries : with others...

- I protect my concentration from too frequent interruptions
- I restrict the tasks that are not in my specifications
- I know how to say no when necessary
- I work overtime hours in a reasonable way and in accordance with my position
- My schedule is realistic and humanely possible, unexpected events are considered
- I know how to set priorities and hold onto them when faced with others' expectation

with oneself...

- My private life is protected from work issues
- Work brooding is limited in my private life
- I don't bring work to do at home on a regular basis
- I set realistic limits to my own expectations
- I know how to pay attention to the cues and take it easy

Resources :

- I know how to identify my own needs and how to address them
- I can see what I like in my job
- I can appreciate the efforts that I have made
- I also find satisfaction in my hobbies and private life
- I have time for myself every week
- I allow myself a mental «stand-by» moment every day (no objective)
- I know how to laugh and take my mind off things
- I have regular periods where I recover after extra work
- I take breaks that respect my needs on the moment
- I have a good support network (listened to, questioned and encouraged)
- I have enough energy to invest in my life outside work
- I am available to my relatives and see my friends regularly

Healthy distance from my work :

- I have some role models and inspiration sources in my profession
- I maintain my motivation and the meaning of my work
- My life priorities are well identified, my job isn't all my life
- I keep a healthy distance from professional stakes
- I am well prepared for the challenges yet to come
- I regularly step back from my job