



# Take care

## For managers: Prevent fatigue and burnout during the COVID-19 response

As a manager, the response to COVID-19 most likely has you fielding extra requests. You're trying to keep yourself and your staff up to date on rapidly changing policies. Perhaps there are big changes to the ways you work and collaborate. You may be working more overtime than usual. And your organization may be dealing with layoffs or furloughs.

At a time when you're especially concerned about yourself and your family, your job has also become more demanding. Now's the time to make sure you're steering clear of burnout.

### Causes and risk factors

Anyone can suffer from burnout. Some things that can increase your risk include:<sup>1</sup>

- Lack of work/life balance
- Working overtime
- Working in a helping profession
- Having a heavy workload
- Lack of control at work
- Lack of social support

### Signs of fatigue or burnout

Burnout usually happens gradually. You may notice signs such as these in yourself or someone you work with:<sup>1</sup>

- Feeling drained
- Having trouble concentrating or being productive at work
- Being less patient
- Sleeping poorly
- Feeling sad or angry
- Misusing substances
- Caring less about your work, customers and/or colleagues

<sup>1</sup>Mayo Clinic. [Job burnout: How to spot it and take action](#). Accessed on April 1, 2020.



### What can you do?

Fortunately, burnout can be reversed. These steps can help:

- **Reach out for support.** Talk to family, friends, coworkers or a mental health professional.
- **Reorganize your priorities.** Projects or work that may have been your focus before may not belong on center stage for now. Make a list of tasks and projects and reprioritize them in light of current times.
- **Stay healthy.** Eat well, exercise and be sure to get enough sleep. These are natural ways to boost your energy level and your sense of wellbeing.
- **Avoid misusing alcohol and other substances.** Find healthy ways to cope.
- **Make time for you.** Take up a relaxing activity. Practice mindfulness. Find fun things you can do while maintaining social distance.

By recognizing the signs of fatigue and burnout, you can help prevent or reverse it.

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