

# Burnout Checklist

## DISCLAIMER:

This guide is intended for **general mental health awareness and self-reflection**. It is not a medical diagnosis and does not replace professional mental health care. If symptoms of burnout, anxiety, or depression are severe, persistent, or impacting daily functioning, individuals are encouraged to seek support from a qualified mental health professional. Bilnor Staffing Solutions accepts no liability for actions taken based on this guide.

Burnout is a state of **physical, emotional, and mental exhaustion** caused by prolonged stress, pressure, or imbalance — commonly linked to work, caregiving, or ongoing life demands. In South Africa, factors such as economic pressure, long working hours, safety concerns, and uncertainty can increase burnout risk. **This checklist** is designed to help individuals **recognise early warning signs**, reflect on current stress levels, and take proactive steps toward recovery and balance.

## Common Signs of Burnout

Burnout does not appear overnight. It develops gradually and often goes unnoticed until functioning is affected.

### Typical signs include:

- Constant fatigue or low energy
- Irritability or emotional numbness
- Reduced motivation or productivity
- Difficulty concentrating or making decisions
- Withdrawal from work, family, or social activities

## Burnout Self-Assessment Checklist

Use the checklist below as an honest reflection tool. Experiencing several of these regularly may indicate burnout risk.

### Physical Signs

- Feeling exhausted even after rest
- Frequent headaches, muscle pain, or tension
- Changes in sleep patterns
- Frequent illness or lowered immunity
- Neglecting basic self-care

### Emotional & Mental Signs

- Feeling overwhelmed or helpless
- Increased frustration, anger, or cynicism
- Loss of enthusiasm for work or daily tasks
- Feeling detached or emotionally flat
- Constant worry or racing thoughts

### Behavioural Signs

- Procrastination or reduced performance
- Avoiding responsibilities or people

- Increased reliance on caffeine, alcohol, or coping habits
- Working longer hours with less output
- Difficulty switching off from work

## Work & Lifestyle Factors

- Unrealistic workloads or expectations
- Little control over tasks or schedule
- Poor work-life boundaries
- Limited support from colleagues or management
- Lack of recognition or purpose

## Reflection Section

Take a moment to reflect:

- Which areas scored the highest?


- How long have these feelings been present?


- What pressures are currently unable to change, and which can change?


## Immediate Self-Care Actions

If burnout signs are present, consider starting with small, realistic steps:

- Take regular breaks during the workday
- Set clearer work and personal boundaries

- Prioritise sleep (get at least 6 - 8 hours), hydration (drink water often), and nutrition (try to eat as healthily as possible)
- Talk to a trusted colleague, friend, or family member
- Take leave or request workload adjustments if possible

## When to Seek Professional Help

### Seek professional support if:

- Symptoms persist for weeks or months
- Work or relationships are suffering
- You feel emotionally numb, hopeless, or overwhelmed
- Physical symptoms worsen without explanation

**For burnout help in South Africa, use crisis helplines like SADAG (0800 567 567)**

**Reaching out for help is a sign of strength, not failure.**

Burnout is not a personal weakness — it is often a **signal that demands and resources are out of balance**. Regular check-ins, open communication, and supportive environments play a vital role in prevention and recovery. Healthy people build resilient workplaces.

### **Bilnor Staffing Solutions**

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