Workplace Strategies for Mental Health

Compliments of Canada Life



Facilitator guide

Preventing and managing burnout



Why are the resources created by Workplace Strategies for Mental Health free?

Since 2003, Canada Life has supported research and projects related to positive mental health in the workplace – including Workplace Strategies for Mental Health (Workplace Strategies).

Workplace Strategies develops free resources to foster positive mental health and protect psychological safety in the workplace. Through collaboration with experts from diverse places and professions, Workplace Strategies provides tools that are both evidence-based and user-friendly.

Over the years, Workplace Strategies has developed high-quality resources including Guarding Minds at Work, Supporting employee success, Psychologically safe leader assessment, Psychologically safe team assessment, Plan for resilience and many more.

All are available to anyone free of charge, at clwsmh.com, compliments of Canada Life.

Special thanks to those who helped develop and refine this session: Françoise Mathieu, Adriana Ricketts and David MacDonald.

What other workshop topics are available?

There are a wide variety of workshop topics available. All of them are available at no cost and include a facilitator guide, participant handout and slide presentation. Some topics include:

- Implicit bias
- Resolving conflict
- Building resilience
- Team building activities
- Supportive task improvement
- Putting psychological health and safety on the agenda series

For a complete list of workshop resources go to clwsmh.com/materials.

Table of contents

Introduction to the Workshop series....1
Facilitating this topic....2
How to use this guide....5
Preventing and managing burnout....6
Helpful strategies?....8
Give me a break! 9
Burnout is more likely when…....10
Don't work to earn a rest....12
Physical rest....13
Sensory rest....14
Emotional rest....15
Mental rest....16
Creative rest....17
Social rest....18
Spiritual rest....19
How do you manage stress at work?....20
Strategy 1: Change things up....22
Strategy 2: Slow it all down....24
Strategy 3: Prioritize....26
Strategy 4: One thing at a time....28
Strategy 5: 60 second breaks....30
Strategy 6: Reach out....32
Can work be enjoyable?....34
Make work enjoyable....36
4 A's – Accept, Avoid, Alter, Adapt....38
Stress will happen.....40
Rethink how you'll show up in the world....42
Do whatever energizes you....44
What will you do differently?....46
More information and resources....48
Workplace Strategies for Mental Health resources....50



Introduction to the

Workshop series

Each of the Workplace Strategies for Mental Health workshop topics include at least 3 resources:

All of the following resources and more are available at clwsmh.com/burnout.

Facilitator guide

Read through this guide and the participant handout before beginning, to see where you might want to customize the workshop. The suggested wording is here to help. Modify it to meet your audience's needs and to suit your personal or organizational style.

If you have more than three hours for this workshop, you could spend more time talking about how to integrate these concepts at your workplace.

Slide presentation

You can also add slides related to your own organizational resources, procedures or strategies.

You can choose to use the slides in several ways:

- Project the slide presentations on a screen
- Present them through a webinar platform
- Use only the handouts

Participant handouts

The participant handouts are available to print or use digitally.

Facilitating team discussions

Facilitation tips for leaders is a guide that can help you increase your comfort level and effectiveness in managing participant responses and attitudes.

Facilitating this topic

Preparation

Before you begin, you may want to:

- Be aware of any labour disputes or significant stressors in the workplace for your participants. Hosting a session on burnout when there are truly difficult and unreasonable working conditions can be construed as blaming the victim and could create a backlash. Although your opening remarks will speak to the employer's responsibility, in very challenging situations, you may want the employer to speak to the steps they're taking to help reduce stress at work. If the employer is looking to you for suggestions, you may want to review Employee stress prevention process.
- Consider creating a list of mental health resources that would be relevant to your audience, including organizational, community and online resources that you know are credible and accessible.
- Review Burnout response for leaders and Prevent burnout to be more familiar with the topic.
- Review Managing trauma at work to understand more about those who may be dealing with difficult stressors. While this session is not about responding to past or current trauma, it can help to mitigate some of the stress that comes from exposure to such incidents.
- Read Explore your options to understand the 4 A's, to be familiar with the resource that you'll be discussing on slide 22 which can be a next step in dealing with stressors, especially those that can't be avoided. While not included in this workshop, the 4 A's are covered in the Building resilience workshop, which is also available for you to facilitate.
- Review Name, claim and reframe: Personal stress tools to get familiar with the resource you'll be discussing on slide 23.

Suggested materials

- **Projector or monitor** – for the slide presentation from a laptop or USB
- **Cables and adapters** – if necessary for projection
- **Remote control** – to control slides
- **Participant handout for each participant** – either digital or printed
- **Printable prompts** – this is an optional small booklet that you can print and leave with your participants for their use
- **Pens** – for any participants who have not brought one

Check out **virtual team discussions** in Facilitation tips for leaders for help facilitating this workshop online.



Your audience

This session is for any adults who would like to improve their ability to prevent or recover from burnout. This can include employees, leaders or the general public.

Promoting this workshop

Use the following description to promote the workshop to potential participants. You can modify the wording to fit your audience as needed.

Reply all | Delete | Junk | Block | ···

Workshop on preventing burnout



There's been a lot of discussion about what burnout is, and the fact that many people experience it. This workshop goes beyond those facts to cover practical actions you can take to prevent burnout, or if you're already experiencing it, to begin to recover from it.

In this session, you'll learn to:

- **Recognize some of the reasons you may be more prone to burnout.**
- **Consider more than one type of rest, needed to support your energy**
- **Learn some practical and easy strategies that you can implement immediately**

We can all benefit from learning this skill and sharing it with those we care about.

This 1-hour session will be facilitated by [**Enter the facilitator's name here**] and [**is free to attend or add your cost**].

Location: **Date:**

Start time: **End time:**

To register:

Workplace Strategies for Mental Health

canada life

How to use this guide

Throughout this facilitator guide, you'll see some or all the following with the corresponding slide:

X minutes: This is the estimated amount of time to spend on this slide if you want to keep within a 1-hour time frame. Some slides may involve just a statement or two from you, while others engage the participants in discussion. Of course, if you have more time, you can ignore these guidelines.

Facilitator notes

This is a note to you, the facilitator, where we offer options or make suggestions. For example, discussing issues like conflicts or terminations may warrant more sensitivity. We may suggest alternative wording to help you stay focused on the topic at hand. This may also help you avoid getting pulled into challenges you can't solve in this time frame or setting.

Suggested wording

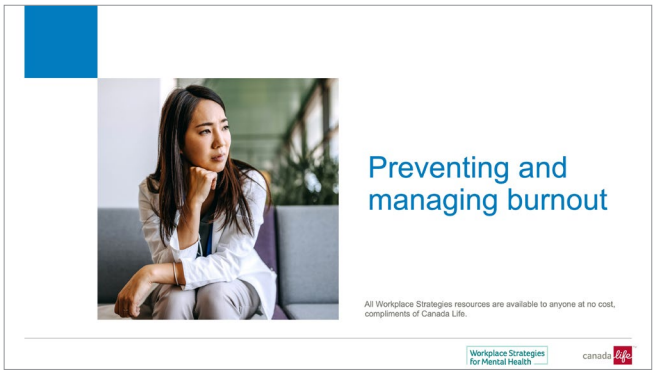
You can read this out loud as provided or personalize it for your style and audience.

Text in [**square brackets**] is a quick note to you about process. Don't read it aloud.

Transition

Most slides end with a sentence or two that helps you transition to the next slide. If there is no transition, just advance after you have finished the slide you are on.

Slide 1 2 minutes



Preventing and managing burnout

Facilitator notes

There is approximately 1 hour of content delivery.

To begin, introduce:

- Yourself, if there's anyone present who may not know you
- Your experience with burnout, if any

We did not include time for your participants to introduce themselves, to make sure this session is no more than one hour. If you have more time, you could allow for individual introductions or introductions in small groups. You may also consider adding in discussions about what supports energy and focus at work, and what drains it.

We recommend you welcome people and begin right on time. Making the majority of participants wait for those who are late seems unfair.

If you are facilitating this virtually:

- Add a link to the participant handout in your chat feature so it is readily accessible to anyone who can't find their copy.
- You may ask participants to write into the chat where they are from, or to ask some other question at the very beginning, as a form of icebreaker and also to make sure they can use the chat function.
- Review all suggested wording and modify it for your virtual audience.

Suggested wording

Welcome. Thank you for joining me at this workshop today. My name is [**enter name**] and [**short introduction that also includes why you're credible to talk about burnout**].

In today's session, my first objective is to help you prevent ever getting to the point of burnout. It's a difficult place to be and can take a long time to recover from.

The second goal is for those of you who are already there, to help you put strategies in place to better manage your life in burnout and to support your own recovery.

The World Health Organization defines burnout as "resulting from chronic workplace stress that has not been successfully managed." Others describe it as serious mental, physical and emotional exhaustion as a result of stressful work conditions.

Both employees and employers share a responsibility in effectively preventing burnout. Employers can create work environments and cultures that reduce the risk for burnout for all employees. There are many resources available for employers to take action.

Today, we want to empower you with strategies that can help you protect yourself from burnout.

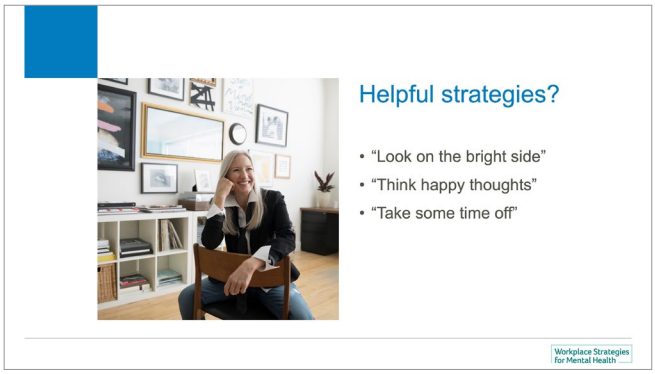
Stress is inevitable. It's unreasonable to expect that we can avoid it at work.
We can, however, impact how that stress affects our physical and mental well-being.

Transition

So how do we do that?

Notes

Slide 2 1 minute



Helpful strategies?

Facilitator notes

These bullet points should be read somewhat sarcastically, because that is the intention. They’re often said to people who are exhausted and burned out but are rarely helpful at all.

Suggested wording

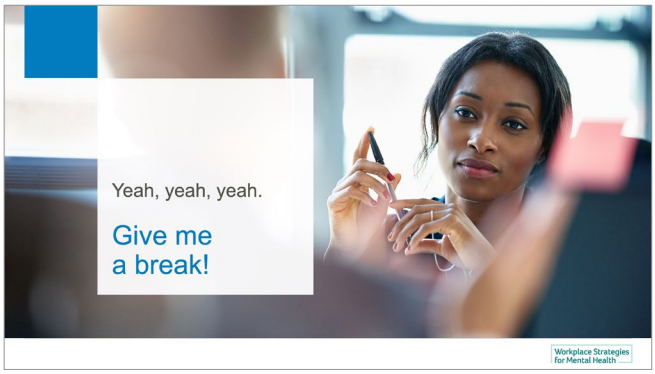
So, we just look on the bright side… Or we think happy thoughts…
Or just take a wee bit of time off…

Transition

[Immediately transition to the next slide.]

Notes

Slide 3 0.5 minute



Give me a break!

Suggested wording

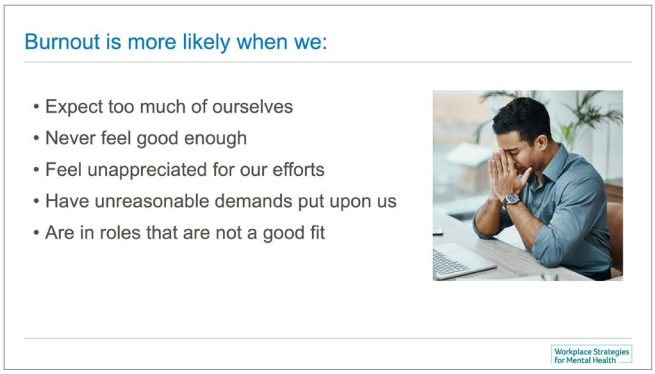
Although these suggestions are not bad in and of themselves, they're not effective in either preventing or managing burnout.

Transition

Before I get into what **is** effective, let's consider some of the risk factors that make burnout more likely.

Notes

Slide 4 1 minute



Burnout is more likely when…

Suggested wording

As I share these with you, consider which ones you identify with.

Are you someone who expects too much of yourself, much of the time?

Are you someone who never feels that what you do is good enough, and that you could always – and should always – do better?

Are you someone who feels that no matter how much effort you put into your work, it's never really appreciated?

Are you someone who feels that the demands at work are impossible or unreasonable to meet?

Or are you someone who's in a role that is not a great fit for your skills and strengths?

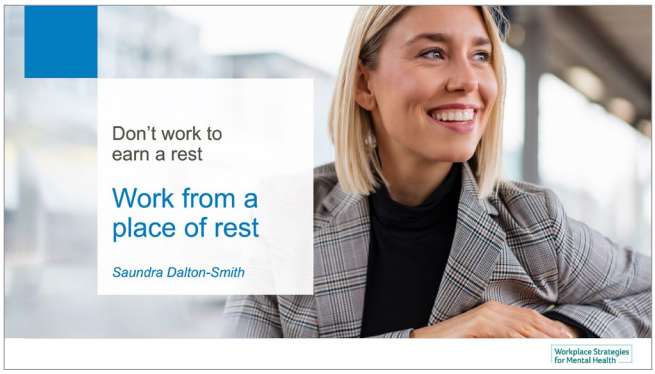
Any of these can make burnout more likely.

Transition

Now let's look at some of the things that can impact our ability to prevent burnout.

Notes

Slide 5 1 minute



Don't work to earn a rest

Facilitator notes

Reference

Dalton-Smith, S. (2017).
Sacred Rest: Recover Your Life, Renew Your Energy, Restore Your Sanity. FaithWords.

Suggested wording

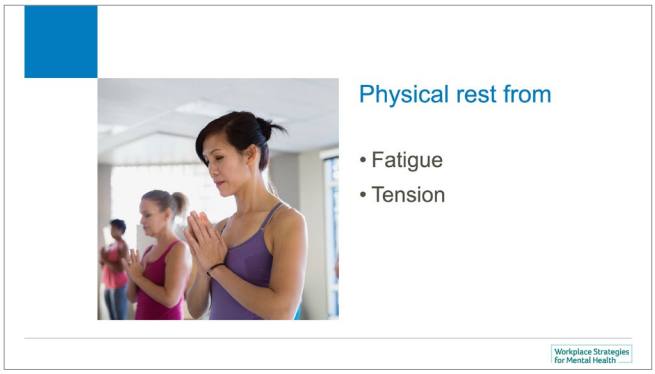
In her book, called *Sacred Rest: Recover Your Life, Renew Your Energy, Restore Your Sanity*, Dr. Saundra Dalton-Smith discussed those who experienced burnout. They claimed that even in the time leading up to burnout, they were getting the recommended 7-8 hours of sleep a night and therefore thought they should be adequately rested. What they didn't understand is that sleep was not enough.

Transition

Let's look at all 7 types of rest Dr. Dalton-Smith defined.

Notes

Slide 6 0.5 minute



Physical rest

Suggested wording

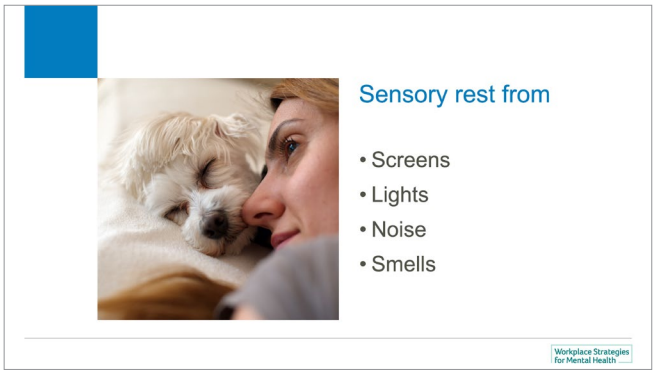
Physical rest includes sleep and can also be achieved with activities like yoga or massage that help relieve physical fatigue or tension.

Transition

Next is sensory rest.

Notes

Slide 7 0.5 minute



Sensory rest

Suggested wording

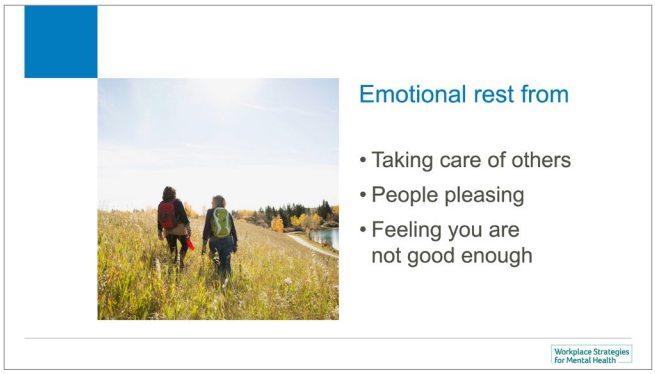
This is where we take a rest from screens, lights, noises, smells – any of the things that can cause our senses to feel overwhelmed. While “unplugging” is probably the most effective, you can take a moment to just close your eyes or use noise cancelling headphones to take at least a partial rest.

Transition

Next is emotional rest.

Notes

Slide 8 0.5 minute



Emotional rest

Suggested wording

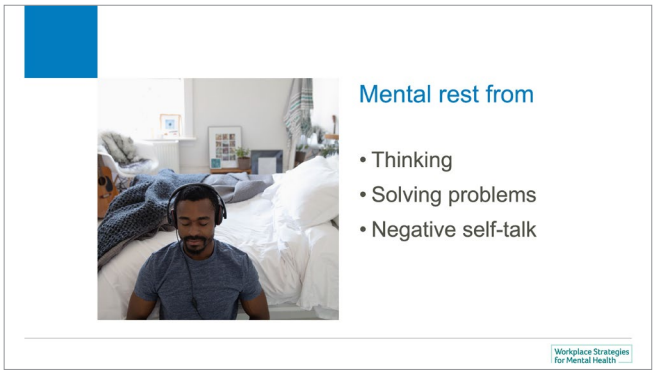
There are really two parts to this. One is taking a rest from people-pleasing, and the other is being able to be authentic about your own needs. This is having some time and space in the day to freely be your authentic self and not just someone who's of service to others.

Transition

Next is mental rest.

Notes

Slide 9 0.5 minute



Mental rest

Suggested wording

This is for those who can never stop the chatter in their mind. They're always thinking or problem-solving, or even just engaging in self-talk, but never able to have an actual rest from the mental activity.

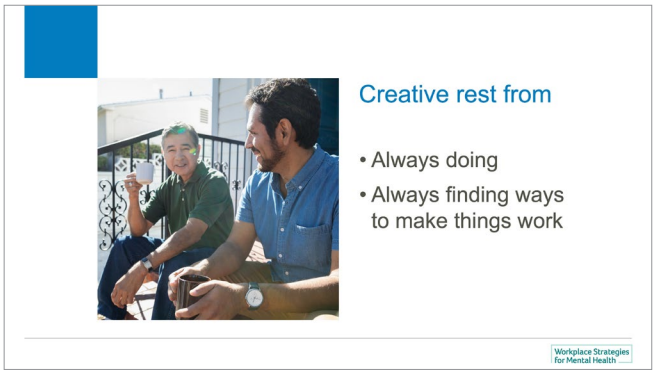
The more mentally draining your work is, and the more intensely you have to pay attention or think, the more important mental rest is. While an hour of mindfulness meditation would of course be lovely, taking just 2 minutes of quiet every 90 minutes or so to stop the endless mental chatter is also effective.

Transition

Next is a rest from creative energy.

Notes

Slide 10 0.5 minute



Creative rest

Suggested wording

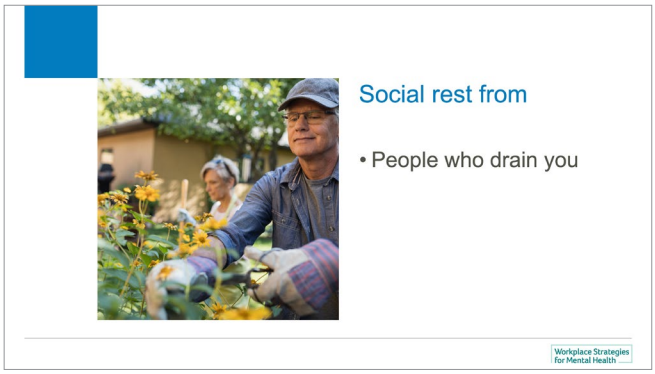
If you're someone who's always thinking about how to solve problems or brainstorm new ideas, create, build or fix things, you may need some time to just "be" and appreciate what already exists. That quiet sense of wonder takes a lot less energy than always being busy creating and doing.

Transition

Next is social rest.

Notes

Slide 11 0.5 minute



Social rest

Suggested wording

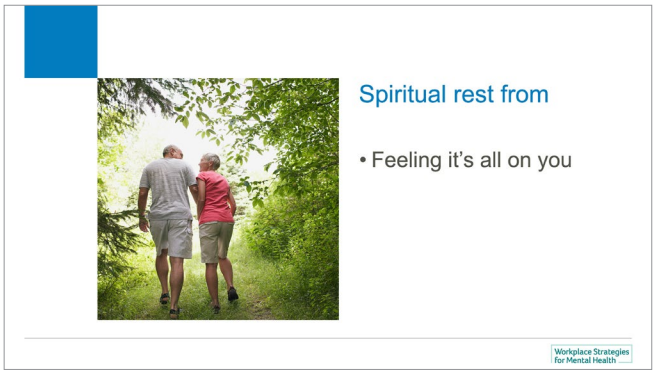
We all know that there are some people who energize us and some who drain us. A social rest is where you have more of the first one and less of the second one. If you happen to live with the people who drain you or otherwise can't avoid them, you can gain rest simply by not engaging with those people for a while, to whatever extent is possible.

Transition

Next is spiritual rest.

Notes

Slide 12 1 minute



Spiritual rest

Suggested wording

This type of rest isn't really about any belief or religion but is about taking a rest from the feeling that you're responsible for everything that happens in the world. If you're continually watching the news and feeling that you haven't done enough to help stop suffering or climate change or to end poverty or war, you may need a spiritual rest.

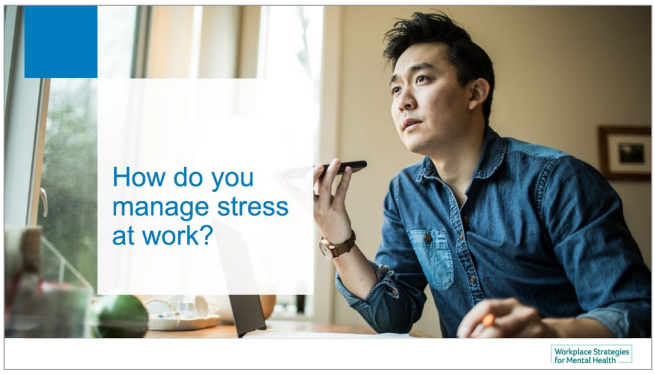
It's about letting go of the thought that you're in control of everything and about a deeper sense of self-acceptance and a connection to something greater than yourself. This can be simply a connection to nature that exists without any agenda, regret or need to prove itself.

Transition

The point of all of this is to say that if you're feeling exhausted, it helps to recognize that sleep alone is not enough. You need to also consider other types of rest that may be missing from your life.

Notes

Slide 13 10 minutes



How do you manage stress at work?

Facilitator notes

There are so many resources available for managing stress at work, and clwsmh.com/stress has many of them. This is also referred to in the back of the participant handout.

If you have a large group for this session, rather than asking each person to share one or two strategies, have them discuss in small groups and then have a volunteer for each group share whatever they feel is the most effective one or two ideas they came up with.

Suggested wording

Let's take a few moments now for you to write down some of the strategies you use to manage stress at work, so we can share them as a group before I share some that have helped people who experienced burnout.

Take 3 minutes to record some of your most effective strategies in your handout, for when you're feeling overwhelmed, frustrated or exhausted.

[**Give participants 3 minutes to record their responses.**]

Can I get you to share one or two of your best strategies?
Let's start with [**Pick someone to start**].

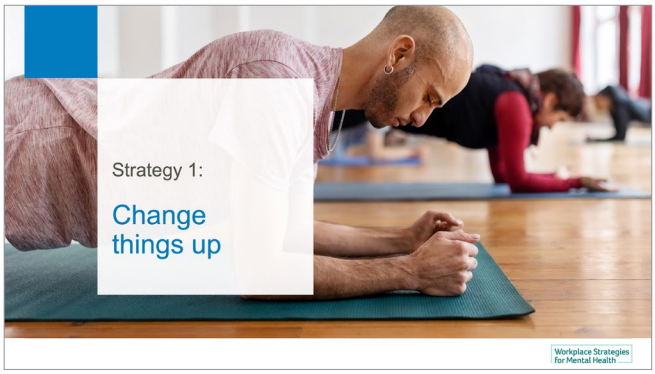
[**Field responses. After all responses are shared or after 5 minutes, move on.**]

Transition

Thank you very much for sharing your strategies. I'll now share some that have been particularly helpful for people who have experienced burnout.

Notes

Slide 14 1 minute



Strategy 1: Change things up

Suggested wording

A group of individuals who experience clinical depression agreed that one thing that helps prevent them from getting worse is changing things up.

People who recovered from burnout expressed that the same strategy was helpful to them. For some, this meant changing the route they took to drive to work. For others it meant changing their workspace. For some it was even changing their hairstyle, the food or substances they consumed, the TV or social media they watched or how they spent their downtime.

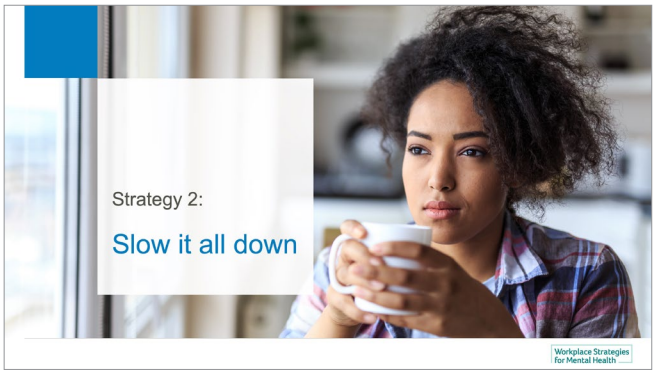
The important piece was **not** doing exactly what they were doing that led them to their current state.

Transition

The next strategy is slowing it all down.

Notes

Slide 15 2 minutes



Strategy 2: Slow it all down

Suggested wording

Because someone who is in or approaching burnout may be experiencing racing or chaotic thoughts, the most important part of slowing down is trying to slow down the mind. This can be done in whatever way works for you, whether it's taking a break, meditation or reading a book. Slowing down the mind at a time when it's overactive is critical self-care.

But it's not only the mind that you want to slow down. If you intentionally slow down the way you talk, you're much less likely to say things you regret, or things that are confusing or misleading to others.

When you slow down the way you move, not only can that reduce tension in your body, but it may also prevent injuries and accidents.

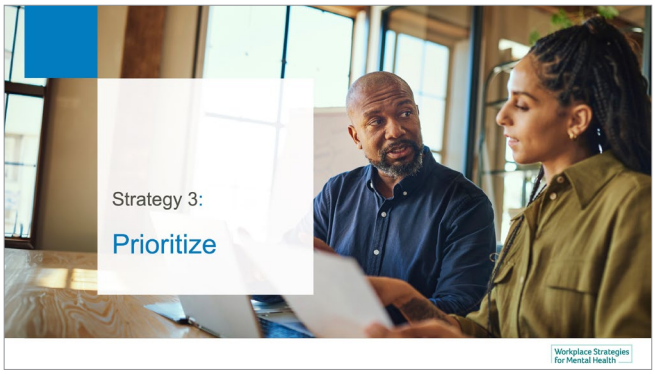
Slowing down is an effective coping strategy whenever you're stressed, and it's also helpful in preventing and managing burnout.

Transition

The next strategy is prioritization.

Notes

Slide 16 2 minutes



Strategy 3: Prioritize

Suggested wording

There are two parts to this strategy. The first one is work related. Asking your leader to help you prioritize the tasks you have to do is especially important at a time when you either feel that everything is critical, thereby putting a lot of pressure on yourself, or when you can't decide which is most important, causing a different kind of stress. By asking your leader to help you prioritize your tasks, you gain clarity about what they value, and will likely feel less pressure to see everything as urgent. This is also a good opportunity to help your leader understand all of the tasks that are currently assigned to you.

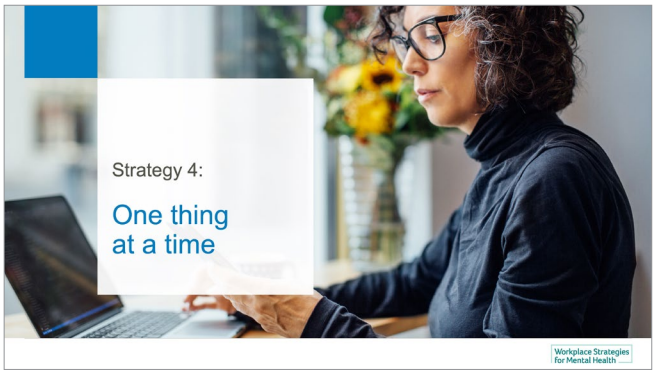
The second part of prioritization is more personal. Part of the stress that leads to burnout is feeling that whatever you do is not enough, and even that you're letting people down. By prioritizing actions that make you feel good about yourself, you can help reverse this negative thinking pattern. These should be easily accomplished actions like making a loved one laugh, calling someone you know might be lonely or smiling at strangers on the street. The intention is to have a way each day of knowing that you accomplished something that was important, but not urgent – something that mattered to you or to others.

Transition

The next strategy is to stop trying to multitask.

Notes

Slide 17 3 minutes



Strategy 4: One thing at a time

Suggested wording

Most of us know by now that multitasking is a myth. The human brain cannot focus on two things at the same time. When you think you're multitasking, what you're actually doing is shifting your focus from one thing to another.

When we're dealing with extreme stress or burnout, this constant shifting is not only exhausting, but it can also lead to mistakes and reduce the quality of your decisions and your work. It can also distract you so much that you begin to damage relationships.

Choosing to focus on only one thing or one person at a time is a strategy that can be very helpful. In relationships, whether you're talking to your boss, a co-worker, a client, partner or child, giving them your full attention, even for a couple of minutes, can make a very positive difference.

One technique that might help you pay full attention when it's so easy to be distracted by other demands or your own thoughts, is to repeat in your mind what the other person is saying while they're saying it.

Try this with me right now. As I continue to talk, say what I am saying in your mind and see how much more you're focused, when you aren't trying to come up with responses or being distracted by other demands on your attention. Paying attention to the individual in front of you can help you avoid misunderstandings or making someone feel dismissed or that you're disinterested.

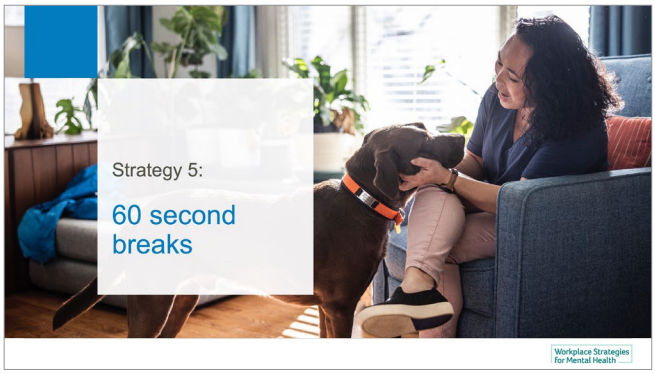
The other part of doing one thing at a time is related to the task at hand. Blocking time where you're not being interrupted by calls or emails allows you to use whatever energy you have to focus on the task you're working on. This can help you reduce mistakes and the need to start over again each time you're distracted.

Transition

The next strategy is for those of you who aren't great at meditation.

Notes

Slide 18 2 minutes



Strategy 5: 60 second breaks

Suggested wording

If you can't stop for an hour or even 20 minutes, can you stop for just 60 seconds?

Setting a timer for 60 seconds is really helpful, because when you're in a state of urgency or stress, even 10 seconds can feel like too much time is being wasted. By setting the timer, you can sit with your eyes closed and physically relax for the full minute, and actually feel your central nervous system calming down.

This simple act can make a huge difference between you pushing forward and you being able to reset and move forward in a healthier way. If you believe you can't do this in a busy work or home environment, consider taking your timer into the washroom and closing the door. Most people should at least allow you 60 seconds in the bathroom alone!

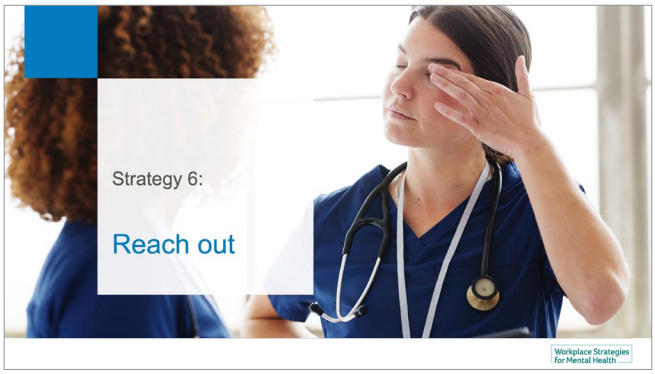
It's important to notice when your focus is low, or your frustration level is high. These are the ideal times to take this 60-second break.

Transition

The next strategy is one you've all heard of before: to reach out for help.

Notes

Slide 19 1 minute



Strategy 6: Reach out

Facilitator notes

If you have resources that are available to your audience, you may want to share them here. Some examples could be any benefit providers, employee assistance plans, occupational health services or other online or community services that are relevant.

Suggested wording

The thing about burnout is that there isn't a pill to take to recover from it. You need to change things in your life to allow you to replenish what's been depleted. It'll take time.

But reaching out to family, friends, co-workers, leaders or therapists can help you to put what you've been through in perspective so that you can objectively and effectively discover what it is that will replenish you. Whoever you trust to reach out to can also support you into committing to taking the actions that'll work for you.

Transition

Now I want to ask you a question.

Notes

Slide 20 12 minutes



Can work be enjoyable?

Facilitator notes

If you have a large group for this session, rather than asking each person to share, have them discuss in small groups and then have a volunteer for each group share the ideas their group thought of.

Suggested wording

Can work be enjoyable?

We talked about work stress and we talked about ways to help manage that better… but what if the biggest stressor is that you just don't like what you're doing? Are there ways to deal with that?

In your small groups, I want you to have a conversation about how you'd take work that you don't really like and make it more enjoyable, so you can better tolerate going to work each day. Be creative but realistic. Your answers should do no harm to anyone else and should be acceptable under current organizational policies.

I'll give you 5 minutes and then we'll take up your answers.

[**Give 5 minutes for participants to record their responses.**]

Can I get you to share one or two of your best strategies?
Let's start with [**Pick someone to start**].

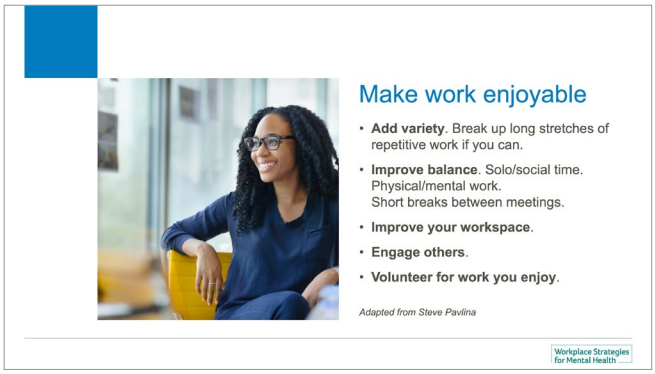
[**Field responses. After all responses are shared or after 5 minutes, move on.**]

Transition

Let's see if an expert came up with the same answers you did.

Notes

Slide 21 3 minutes



Make work enjoyable

Facilitator notes

If you know your audience can't use some of these strategies because of organizational policies, processes or environment, feel free to leave them out.

The following was taken from the work of Steve Pavlina in his blog "*Goal Planning for Optimal Enjoyment*".

https://stevepavlina.com/blog/2006/07/goal-planning-for-optimal-enjoyment/

Suggested wording

Steve Pavlina, author of "*Personal Development for Smart People*," shared some advice about making work more enjoyable.

The first piece of advice is to break up long stretches of repetitive work. Take a break, do something else for a while, if possible, then come back to it, rather than push yourself through for hours and hours.

The next piece of advice is to add a little bit of balance by having time to work alone as well as time to work with others. If possible, do some physical work and some mental work. If you have back-to-back meetings, see if you can take that 60-second break in between, or take on some meetings while standing or walking if possible.

The next strategy is to make your workspace a place where you want to be. This could mean adjusting the light, sound, or comfort, or adding items you enjoy looking at like art, posters or photos if possible. For some it just means taking 5 minutes to tidy up or organize.

Another way to make work more enjoyable is to engage with others. That might mean asking someone's opinion about the work you're doing or discussing last night's hockey game or inquiring about their family. Having social connections at work, having someone you can take a break with or go for lunch with can make the day much more enjoyable. This is true whether you're working from home or onsite. For example, if you work alone from home, you could arrange to meet a neighbour for coffee or lunch.

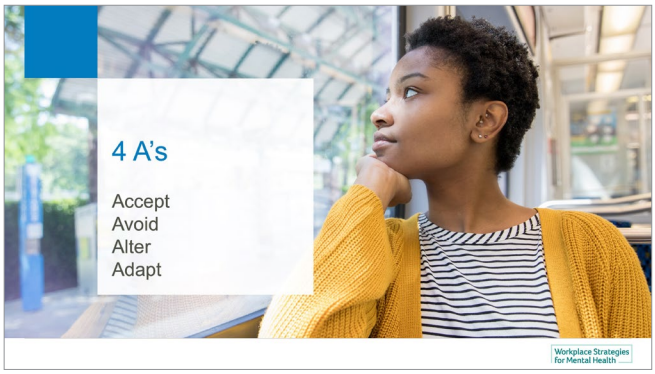
Sometimes the work we're paid to do isn't the work we'd most enjoy. In some workplaces, you can volunteer to be part of certain committees or task groups that do something that's more interesting to you. But even if this isn't available, consider volunteering for a cause you enjoy outside of your working hours, to give yourself that sense of contribution and accomplishment. While this may sound like adding work in your life, if it involves something you find fulfilling like coaching, art or socializing, it's unlikely to feel like work.

Transition

Now I'd like to introduce you to a couple of other strategies that can help prevent burnout but are more comprehensive than we have time for today.

Notes

Slide 22 2 minutes



4 A's – Accept, Avoid, Alter, Adapt

Facilitator notes

If you have additional time for this session, you may want to facilitate this entire exercise which you can find in the *Building resilience facilitator guide*. Look up *Explore your options* in that guide to see if this is something you'd like to add. The content is also in the participant handout, so you can also direct participants to read and follow it on their own time.

There are also workshop materials similar to the ones you're using now that are available at no cost at clwsmh.com/resilience. For example, the workshop called *Building resilience* includes the 4 A's and much more to help participants identify their existing coping strategies and consider new, healthier options.

If you or someone else is able to facilitate a *Building resilience* session, this is a good time to let participants know the date, time and location.

Suggested wording

The first strategy is the 4 A's, which was adapted from the University of Chicago's work. It's a way to help you use objective reasoning to deal with stressors you feel are impossible to eliminate and emotionally distressing.

It walks you through a process of considering the pros and cons of accepting the things and people you can't change, avoiding unnecessary stress while coping with unavoidable stressors, altering your external environment in a way that reduces stress and adapting how you think about and interact with the stressor.

This approach can help you move forward from very difficult situations and stressors.

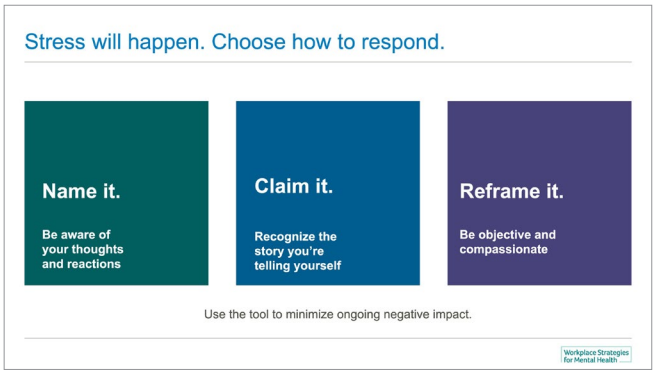
Although we don't have time to go through this exercise today, it's in your handout and for those who are interested, the instructions to try it out are also included.

Transition

Another great resource is something called Name, claim and reframe.

Notes

Slide 23 2 minutes



Stress will happen.

Facilitator notes

Name, claim and reframe is a set of tools that individuals can use to deal with stressors. There are also workshop materials similar to the ones you're using now that are available at no cost at clwsmh.com/ncr.

If you or someone else is able to facilitate a *Name, claim and reframe* session, this is a good time to let participants know the date, time and location.

Suggested wording

"Name, claim and reframe" is an entire process that you can learn, to help you manage your own stressors as they come up.

The steps are to first, be able to **name** the thoughts, decisions, assumptions or conclusions that go through your mind during a time of extreme stress. If you learn to identify it in the moment, you'll be much better able to question or challenge the truth of those thoughts. Often the thoughts that we have may be both negative and not the whole truth.

Learning to question the story that we're telling ourselves about a situation or stressor can help us get to the second step, which is to **claim** our power and control over the thoughts and emotions that are being triggered.

Once we can do that, we're ready for the final step: to **reframe** the situation or stressor in such a way that we're able to move forward in the healthiest way possible.

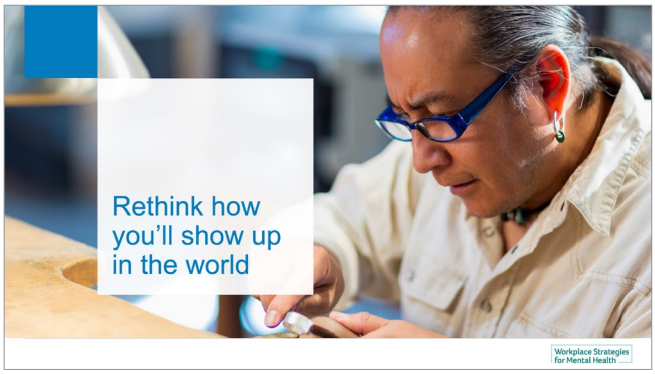
If you want to access the tools that support you to Name, claim and reframe, the link is on the second-last page of your handout.

Transition

As we shared in the beginning, one strategy is to change things up.

Notes

Slide 24 0.5 minute



Rethink how you'll show up in the world

Suggested wording

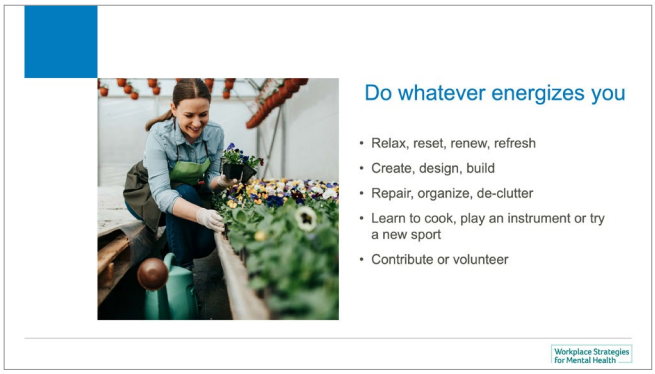
This includes rethinking how you'll show up in the world. If you want to prevent burnout or recover from it, you need to prioritize joy and energy.

Transition

I can't tell you how to do that. But there are lots of choices.

Notes

Slide 25 3 minutes



Do whatever energizes you

Suggested wording

Take the time to understand or discover what it is that fills you up and energizes you, which is the opposite of what burns you out and drains you. There are unhealthy strategies that can distract us or numb us from our stress, but many of these simply create other stressors because of the negative impact they can have on our health, our work and relationships. We're going to focus on some alternatives.

Maybe you need something that relaxes, resets, renews or refreshes you. That might mean massage, yoga, reading, dancing, painting, exercise or meditation. Some of these actively energize your body, some of them help relax your mind, and some may just bring you joy. Think about all of the different forms of rest we discussed earlier and choose the ones you feel you need and that may work best for you.

Maybe what energizes you is creating, designing or building through art, woodworking, blogging or drawing.

Maybe it's repairing, organizing, or clearing out closets or drawers. Don't laugh if that's not your thing! For some people it can be both energizing and relaxing.

For others, it could be learning something new. Learning to play an instrument, cook a gourmet meal or try a new sport, for example, can be energizing.

Many of us have lost our ability to play, to get lost in something that is just fun for the sake of fun, rather than a means to an end. This can be outside in nature, or at any location including online games. Whatever allows you to enjoy and be energized. But remember that if the activity drains you, it doesn't qualify.

Finally, some people are energized by contributing or volunteering for charities or in their community.

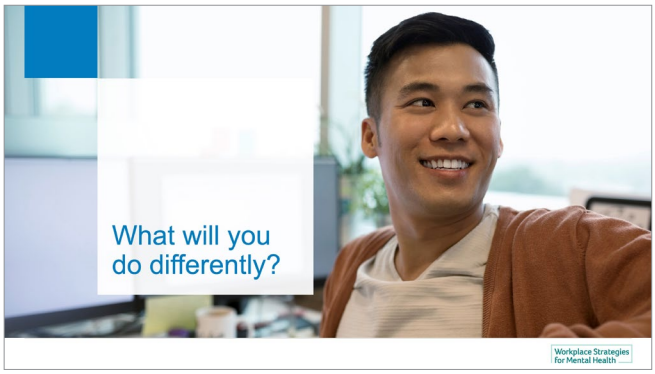
There really is no right or wrong when finding what energizes you. But it's important to be persistent in discovering what it is, then integrating those moments into your life to increase your joy and energy.

Transition

Now we've shared many different ideas and strategies to prevent or manage burnout, and I know it's unreasonable for you to try to implement **all of them**.

Notes

Slide 26 6 minutes



What will you do differently?

Facilitator notes

This is an important component of your workshop. When you prompt participants to think critically about what they've heard and publicly commit to making even one small change, you'll have been successful. It's recommended that you record what it is that people say they'll do differently, because it gives you insight into the areas where you have motivated and inspired well.

If you have a large group for this session, rather than asking each person to share one or two strategies, have them discuss in small groups and then have a volunteer for each group share whatever they feel is the most effective one or two ideas.

Suggested wording

The question I have for you now is: What's one thing you'll do differently now and going forward, based on what you learned today?

This could be something that was on a slide, or something that any of us shared.

I'll give you a minute to record it in your handout and then I'll ask you to share.

[**Give participants 1 minute to record their answers.**]

Can I get you to share one thing you'll do differently?
Let's start with [**Pick someone to start**].

[**Field responses. After all responses are shared or after 4 minutes, move on.**]

Notes

Slide 27 0.5 minute



More information and resources

Facilitator notes

Starting on page 51 of this facilitator guide, there are additional resources that are for you and leaders in organizations. These are different from those offered to your participants.

Suggested wording

workplacestrategiesformentalhealth.com has more information and tools that may be helpful for you. Everything on this website is available at no cost in both English and French.

Thank you for being here today.

Notes

Workplace Strategies for Mental Health



Workplace Strategies for Mental Health resources are:

- For all employers, people leaders and employees
- Available in English and French
- Evidence- or practice-based
- Available to anyone at no cost

Examples of the resources available at clwsmh.com/materials include:

Burnout response for leaders

Identify employee burnout, recognize workplace factors and take proactive steps for prevention. These strategies can help protect overachievers and those recovering from burnout.

Communicating with emotional employees

These strategies can help you have supportive conversations with employees and avoid triggering negative reactions.

Employee stress prevention process

Understand how chronic mental stress is defined and how to recognize hazards. This tool provides strategies for reducing risk to protect both employers and employees.

Employee workload stress

When employees struggle with workload stress, it's important to focus on alleviating the stress rather than just reducing the quantity of work – especially when they're only working the hours for which they're paid.

Name, claim and reframe: Personal stress tools

Stress is inevitable. Ongoing doubt, anger or fear are not. The ability to name our stress, claim our power over it and reframe it in a way that allows us to let go of whatever holds us back is a skillset we all can learn and refine.

Resilience for teams

Learn why resilience is a workplace issue and how to address it. You will see evidence for building team resilience and actionable resources to start.

Setting healthy boundaries at work

Setting healthy boundaries helps support mental well-being. It includes prioritizing adequate self-care and establishing work-life balance that optimizes energy and focus in both personal and work settings. Learning how to do this well may take a lifetime, so why not start now?

We’d love to hear how you used this free resource!

Fill out our short survey or contact us through social media or at clwsmh.com

All Workplace Strategies resources are available to anyone at no cost, compliments of Canada Life.

Canada Life and design are trademarks of The Canada Life Assurance Company. 79-02434-07/24