

## 4 steps to take to avoid administrator burnout

Everyone is unique, so there's no universal solution for burnout. Recognizing and overcoming burnout may be gradual, but that's perfectly alright.

Let's explore some steps to prevent burnout.



### Work-life balance check

Balancing work and personal life can be challenging for admins and teachers who often wear many hats. Try to separate your time and enjoy life outside of work by taking a walk in the park, joining a class, or starting a book club. Consider time-blocking your calendar to stay on track with work projects during designated hours.



### Focus on what you can control

Diving into "What-ifs" can be easy when situations get out of control. Remember what is in your control. Many outside factors go into decision-making and are often the decisions that can make you frustrated or upset. Remember that you are a change agent for things within your control.



### Be proactive with tasks: try to do it now

When overwhelmed with tasks during burnout, prioritize one major task or project each day. Make a to-do list with three categories: **1)** must get done, **2)** would be nice to get done, and **3)** an optional task. Consider breaking down tasks into manageable chunks and leave time on your calendar to complete the job.



### Find a new hobby

Let's jumpstart self-care. Embracing your identity outside of work can be helpful in combating burnout. Find a hobby or activity that you enjoy doing. For example: tap dancing, cooking, or any activity that helps take your mind off work.

For more resources, check out the [BrainPOP blog](#)