

**Office of the Senior Vice Provost for Academic Affairs
and the *Mental Health Matters* Advisory Group**

Avoiding Burnout at the “Local Level”

*During academic year 2023-24, the Provost’s Office initiative spotlighting mental health featured two university-wide events on workplace burnout and resilience led by Dr. Rebecca Pope-Ruark, author of *Unraveling Faculty Burnout: Pathways to Reckoning and Renewal*. Recognizing that many effective strategies for supporting our community’s mental health and well-being are best implemented in our individual campuses and units, we are pleased to share the following tips for avoiding burnout at the local level.*

These ideas could be the subject of a professional development program or a 20-minute discussion at a faculty or staff meeting. They could be rolled out in an email campaign or examined in a discussion or reading group. There are many creative possibilities for approaching burnout in your own unique setting. The purpose of this document is to conclude our series on workplace burnout by providing tips for continued action at the local level.

- 1. Reduce email pressures.** Consider approaches for understanding the mental health implications of email as a tool for 24/7 connection and for managing the related pressures.
- 2. Take time for “routine” work *during* work.** Think about strategies for making the pace, space, and timing of work less stressful – from making time to respond to emails, to focusing on the long-term projects that sometimes end up at the bottom of a to-do list, to taking time for lunch and regular breaks.
- 3. Create structured check-in time at work.** Consider how to create space and time at work for members of a team to have regular mental health check-ins and to share tips for reducing workplace stress.
- 4. Develop community.** Community is a powerful antidote to workplace burnout. There are many ways to develop community such as shared lunch breaks, Zoom reading groups, or regular tea-times, depending on the particular culture, needs, and tastes of your unit.