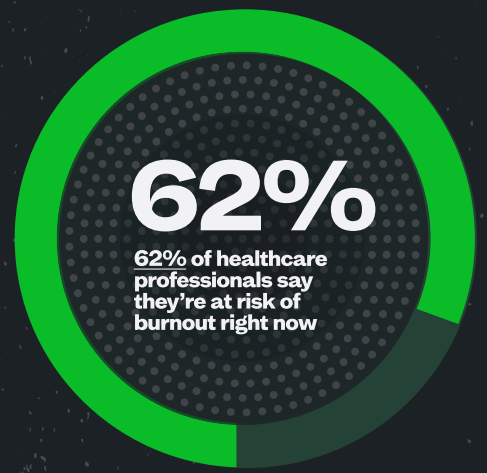


# How to prevent administrator burnout

A long-term strategy you can start implementing today!



## Uncover the root causes of your burnout

- Are you working too much?
- Are you in paperwork overload?
- Do you lack the power to effect needed organizational change?

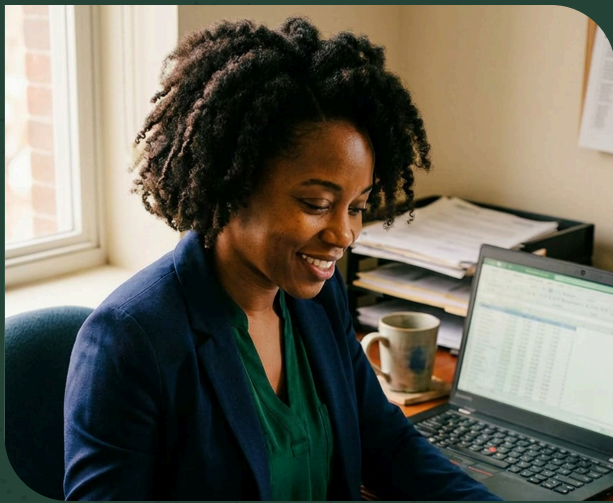
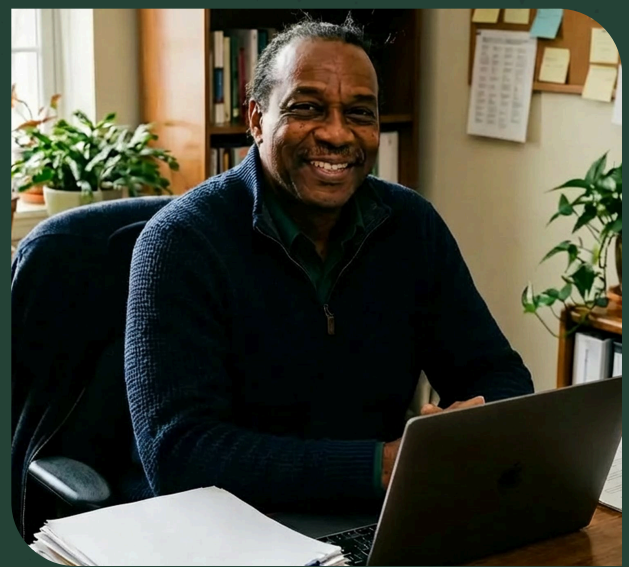


## Ask for help

- Lean on family, friends and trusted peers for support.
- Connect with a therapist or someone to support your well-being.
- Meet with your team to call out problems and come up with long-term solutions.

## Invest in technology that makes work easier

- Ask yourself: Can I run CMS-compliant reports?
- Does it reduce time spent on scheduling, HR management and employee engagement?
- Will it help me keep budgets on track?



## Streamline operations

- Audit your systems and procedures to identify and remove redundancies.
- Replace technology that doesn't fully integrate with existing systems.
- Partner with a workforce solution that has an API to connect easily with independent professionals.

## Make time for self-care

- Take micro-breaks throughout your work day.
- Commit to a mindfulness practice, such as breathwork or meditation.
- Find time for yourself every day.



## Plan ahead

- Make sure you have easy access to snacks and hydration during your shift.
- Organize your daily duties.
- Find a place where you can take uninterrupted breaks.