

IDENTIFYING MINISTRY BURNOUT & HEALING CHECKLIST



RECOGNIZE:

I am aware of the warning signs of burnout:

- Constant tiredness
- Forgetfulness
- Easily distracted
- Numbness
- Addictions or escapes
- No longer feeling energized by things I once loved
- Inability to accomplish once easy tasks
- Irritable and easily angered
- Not wanting to come to work
- Wanting to “run away” from it all
- Procrastination and avoidance behaviors
- A decline in self-worth and self-esteem
- Not wanting to be around others
- Physical exhaustion
- Feeling overwhelmed
- Feeling hopeless
- Wanting to leave ministry and getting a “real job”

I am on guard against:

- Constantly comparing my performance to others
- Not being able to shut my mind off
- Guilt
- Negative self-talk
- Depression
- Thinking I have to “earn” free time
- Becoming a workaholic

PRIORITIZE (Personal):

- I am paying close attention to my mental and physical health and understand the necessity to put these at the top of my priority list

I have started making non-negotiable appointments for self-care that include:

- Physical motion (which doesn't have to be formal “exercise” I see as a form of torture—but SHOULD be any physical activity I enjoy)
- Time for meditation and reflection
- Social time
- Daily prayer and Bible reading

I have decided what basic essentials I need to include in my daily self-care routine:

- Dressing well in clothing I love
- Eating healthy meals and snacks
- Taking daily vitamins
- Social activities that develop relationships
- Personal development
- Time off/vacations
- Going outside
- A hobby
- Other _____

I am taking time to fit in regular:

- Dental check-ups
- Medical check-ups
- Counseling check-ups
- Accountability check-ups
- Hair cut/styling appointments
- Massages or other health treatments

- I am planning one or more vacations this year—even if it ends up only being a few days or a staycation
- I am planning “recharging days”,, shutting out business completely

PRIORITIZE (Relational):

I have cut out toxic relationships that leave me feeling:

- Coerced into taking on tasks I don't want
- Anxious
- Depressed
- Guilty at negative thoughts someone else's thoughtless behavior creates
- Other: _____

I am choosing to spend my time with people:

- Who make me feel happy
- Who make me feel good about myself
- That I aspire to be like

When it comes to toxic people I can't avoid, I have made a new commitment to:

- Say “no” without feeling I owe an explanation
- Walk away from negative or distasteful comments
- End a phone call if it feels harmful
- Resist being pulled into an argument by using phrases like, “My plate is full right now” or “That doesn't work for me”

GET HELP:

- I have made a list of tasks that make me procrastinate the most
- I have delegated, automated or outsourced tasks I don't have to do personally

I have considered outsourcing at work:

- Reception
- Bookkeeping and accounting
- HR support
- Technical aspects
- Graphic design
- Website creation and management
- Social media management

I have considered outsourcing at home:

- Creating meals
 - Cleaning
 - Lawn maintenance
 - Grocery shopping
 - Carpooling
 - Other: _____
- I have decided what I want to outsource
 - I am starting by outsourcing one thing at a time

SAY NO:

I have determined:

- Which parts of my ministry energize me
- Which parts of my ministry drain me

- I have taken steps to analyze and control my calendar, blocking out times to work on what I do best when I do it the best
- I have updated my email notifications on my phone and computer
- I have created an email reply letting people know when I will respond
- I have eliminated services that no longer serve me or reflect my clientele's expectations