

How to Talk to Your Manager About Burnout

While some workplace stressors come and go, burnout won't disappear all by itself. Talking to your manager can be tough, but it's also one of the most effective ways to get your needs met—and prevent misunderstandings about your work ethic or capability. Below is a checklist to prepare for the conversation.

1

Outline what you want to share.

You don't have to create a full script, but a few talking points can help keep your thoughts on track and make sure you covered the important points, including:

- Symptoms you've been feeling (and are comfortable sharing)
- Factors that are contributing to your burnout
- Suggestions about how to redesign work

2

Practice what you want to say.

Though you can't predict exactly how your manager may respond, you can get comfortable with vulnerability by practicing out loud.

- Rehearse with a friend, family member, or mental health coach.
- Visualize the conversation going well.
- Consider how you want to react to a less ideal outcome.

3

Set up a time to discuss your concerns.

Surprising your manager with this information may cause confusion or a negative reaction. Letting them know ahead of time can help both of you feel calm and prepared to support each other.

- Decide whether you want to meet in person, over a video call, or on the phone.
- Ask your manager for their availability within a reasonable time.
- Offer them a general idea of what you plan to discuss.

4

Advocate for yourself during the meeting.

While this may be the most vulnerable part of the process, remember what you rehearsed. Stay focused, be yourself, and stick to the list you created in step 1. Remember to:

- Propose solutions you think may help.
- Tell them how much time off would be beneficial, if that's your goal.
- Ask for guidance on how to make your long-term workload more manageable.

Get access to support

Discussing mental health at work can be daunting, but expert guidance can help. Working with a Lyra provider is a great way to access the support you need and take control of your well-being. [Learn more about Lyra today.](#)

