**Four Steps to Prevent Burnout in Your Office**

1. **Communicate with your employees**

In order to ensure that people can effectively accomplish the responsibilities that correspond to their overall job position or specific project task, always make sure that you are clear about deadlines, expectations and project goals. Also, holding regular staff and one-on-one meetings provides employees the opportunity to express concerns about their workload, the difficulty of their tasks, their overall career goals and work environment.

As an employer, you should be aware of what [burnout](https://blog.kissmetrics.com/prevent-employee-burnout/) consists of, in order to be able to detect rising signs early on. If you notice any changes indicating burnout in your employee, meet with your staff person and strive to address that change early on, in order to prevent more serious problems to arise.

1. **Motivate your staff**

One way of achieving this is by [acknowledging](http://www.moneycrashers.com/tips-deal-employee-burnout-manager-business/) their work. For instance, creating group individual or group celebrations, whenever a project is finished successful or deadlines are met. At the same time, bringing breakfast, some afternoon snacks or letting staff off early could incentivize them to work harder.

Emailing individual success stories to all the team reminds everyone why their work is important and why they chose to do it in the first place.

1. **Encourage stress relievers**

There are many ways to achieve this. For instance, enable people to feel comfortable in their work environment, by [listening](http://www.moneycrashers.com/tips-deal-employee-burnout-manager-business/) to music and dressing casually can help reduce stress and tensions and prevent burnout. People also appreciate the ability to telecommute and have flexible work schedules. Staying over time at work has negative consequences on both the professional and personal lives of employees, so it should be discouraged. Allow employees to take time off when they need it and encourage them to take their vacations and breaks.

1. **Lead your employees**

Focus on identifying the skills that each [employee](http://www.moneycrashers.com/tips-deal-employee-burnout-manager-business/) would benefit from having developed and send them to trainings that could help them reach their full potential. Make sure that your employees always feel that they are acquiring knowledge and skills, by assigning them new, stimulated tasks. At the same time, keep [developing](https://blog.kissmetrics.com/prevent-employee-burnout/) your own abilities, by attending programs and trainings yourself and by learning from inspiration leaders from your field and other ones as well.