

# CAREER BOOT CAMP

*BALANCE IN ACTION: TOOLS TO PREVENT BURNOUT*

**SESSION 5**

2026

# INSTRUCTIONS

- All attendee microphones and cameras are deactivated. The chat is disabled for attendees, but we will use it to send resources.
- Please use the Q&A button to ask your questions. Vote for a question you like by pressing the Thumbs Up button.
- This session will be given in English only. The French session is given simultaneously. To join the French session instead, exit this page, go to Sessions, and click the French equivalent.
- All the sessions are being recorded and will be available on the FYN-RJFF YouTube channel in the 24 hours following the session.

# REMINDER

- This session includes discussion topics, vocabulary, and scenarios that some learners may find distressing.
- Please feel free to take breaks as needed. If you need support, remember that your organization's Employee Assistance Program is available **24/7**.

**ADDITIONAL RESOURCES CAN BE FOUND ON OUR WIKI PAGE**

# SANJANA ANWAR

## (SHE/HER)

- Sanjana has been working as an Analyst with the Office of Public Service Accessibility at Treasury Board of Canada Secretariat. She holds a bachelor's degree in the Joint-Honors Program of Sociology and Anthropology, and a master's degree in anthropology from the University of Ottawa.
- During her undergraduate studies, she held various leadership roles within the Sociology and Anthropology Student Association for four years, completing her final year as President.
- Currently, she supports the community in the public service by being involved as the Co-Chair for the TBS departmental Young Professional Network.



# LEARNING OBJECTIVES

Recognize the signs of burnout and understand its impact on your well-being

Apply practical tools and strategies for managing stress, time, and energy effectively

Use prioritization techniques to balance workload

Explore habits and routines that support sustainable work-life balance

# TASHA CLOUTIER (SHE/HER)



- Tasha Cloutier is a Wolastoqey (Maliseet) woman from the Woodstock First Nation in New Brunswick living and working on the beautiful unceded territory of the Algonquin Anishnaabeg. She is the proud mother of two sons and wife to an amazing Ojibway husband.
- Tasha joined the public service in 1998 at the department currently known as Crown-Indigenous Relations and Northern Affairs and has worked in a variety of challenging roles including program management, federal processes to engage with Indigenous people, legislative change and building positive working relationships with National Indigenous Organizations and their provincial/territorial affiliates.

# HODAN MOHAMUD (SHE/HER)



- Hodan graduated from York University with an Honours Double Major in Communication Studies and Political Science in 2019. She also successfully completed a Professional Certificate in Public Administration and Law concurrently.
- During her university days, she dedicated her time to volunteering in the community, focusing particularly on events to benefit and encourage civic engagement among youth.
- Upon graduation, she worked as a Constituency Assistant for her local Member of Parliament before transitioning to the Federal Public Service in 2022. Starting her Public Service career in the Labour Program, she is currently an Early Resolution Officer.

# MARIE-MICHELLE CRAIG (SHE/HER)



- Marie-Michelle is the Senior Advisor to Parks Canada's Vice-President, Real Property and Assets since August 2024 and recently celebrated her 10 year anniversary at the Agency.
- Over the course of her career in the public service, she has amassed experience in managing financial resources, leading teams through change and providing strategic recommendations to senior management on complex issues. Marie-Michelle has the ability to motivate teams and drive results through authentic and approachable leadership.

# RECOGNIZING THE SIGNS OF BURNOUT

## UNDERSTANDING ITS IMPACT ON YOUR WELL-BEING

### IMPACTS ON EMPLOYEE WELL-BEING

- EMOTIONAL EXHAUSTION AND ENERGY DEPLETION
- PSYCHOLOGICAL DISTRESS
- PHYSICAL HEALTH ISSUES
- REDUCED SENSE OF EFFICACY
- ISOLATION AND CYNICISM

### IMPACTS ON ORGANIZATIONS

- LOWER PRODUCTIVITY & ENGAGEMENT
- HIGHER ABSENTEEISM & PRESENTEEISM
- INCREASED TURNOVER
- RETENTION RISK
- FINANCIAL COSTS

# APPLYING PRACTICAL TOOLS AND STRATEGIES

## INTENTIONAL STRATEGIES HELP:

MANAGE STRESS, PROTECT ENERGY, AND SUSTAIN PRODUCTIVITY.

## TIPS FOR SUCCESS:

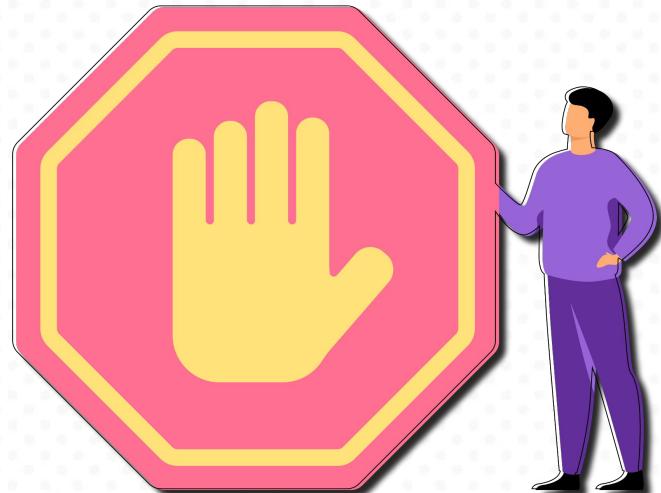
- Maintain work-life balance
- Take regular breaks to recharge
- Prioritize smartly (choose top 3 priorities to focus and do your best on)
- Energy mapping – schedule tasks during peak energy
- Break tasks into smaller steps
- Task tools (Todoist, Trello) for organization
- Boost resilience: Tap into wellness programs & support networks

# MAINTAINING BOUNDARIES

- **TYPES OF BOUNDARIES:** physical, emotional, time, & work
- Protect energy & avoid overload
- Saying “no” professionally leads to maintaining healthy limits

## SIGNS OF HEALTHY BOUNDARIES

- Protect yourself from being taken advantage of
- Own your time & prioritize self-care
- Nurture self-esteem & identity
- Take on only what you can handle
- Authentically say “no” without guilt
- Communicate needs clearly



# USING PRIORITIZATION TECHNIQUES

## 1 - DO FIRST

First focus on important tasks to be done the same day.

## 2 - SCHEDULE

Important, but not-so-urgent stuff should be scheduled.

## 3 - DELEGATE

What's urgent, but less important, delegate to others.

## 4 - DON'T DO

What's neither urgent nor important, don't do at all.

# EXPLORING HABITS AND ROUTINES THAT SUPPORT SUSTAINABLE WORK-LIFE BALANCE

- BUILD HEALTHY HABITS
- GOAL SETTING & PLANNING
- SPOT TRIGGERS & CREATE STRUCTURE

## HOW TO MAKE IT REAL & PRACTICAL:

- Stick to your plan & set reminders
- Maintain boundaries & check in with your manager
- Use AI & tools for efficiency
- Leverage resources & courses for growth

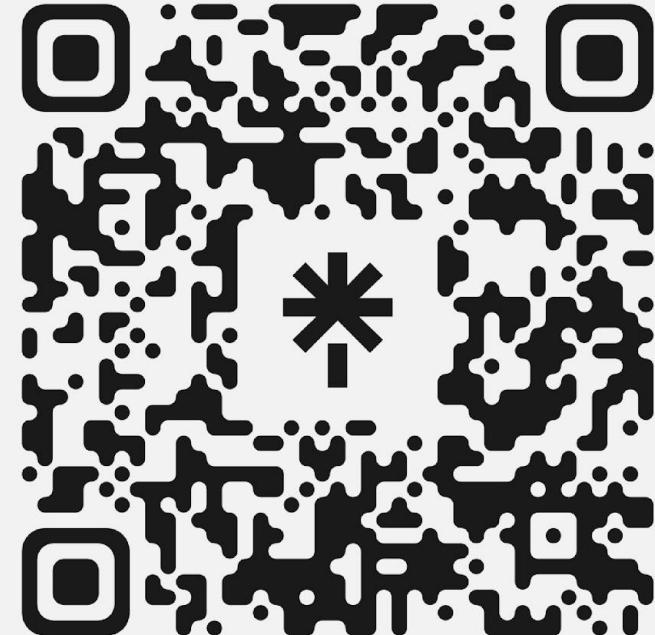


# QUESTIONS

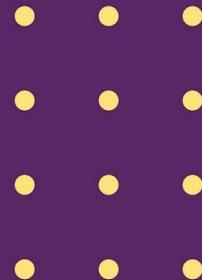


# THANK YOU

CAREER BOOT CAMP



# UPCOMING SESSIONS



**SESSION 6**

PSYCHOLOGICAL SAFETY  
STARTS WITH YOU

**JANUARY 27**

2:30pm - 3:30pm (EST)

