

# Burnout Recovery Toolkit

## Introduction

Burnout isn't just about being tired—it's emotional, physical, and mental exhaustion caused by prolonged stress. This toolkit is designed to help you reset, reflect, and rebuild through gentle, actionable steps.

## Warning Signs of Burnout

- Constant fatigue or low energy
- Feeling detached or cynical about work or daily life
- Difficulty sleeping or feeling unrested even after rest
- Irritability, frustration, or emotional numbness
- Trouble focusing or remembering things
- Frequent headaches or muscle tension

## Step 1: Recognize and Rest

- Identify your main stressors: workload, lack of boundaries, people-pleasing?
- Take a break from non-essential responsibilities
- Prioritize sleep hygiene: wind down without screens
- Schedule a do-nothing day if possible

## Step 2: Reconnect with Your Needs

- What do I need more of: connection, movement, creativity?
- What boundaries have I let slide?
- Write down 3 things I find genuinely restorative

## Step 3: Rebuild with Gentle Structure

- Add small daily rituals: morning walks, 5-minute journaling, tea breaks
- Keep a done list instead of a to-do list for one week
- Create white space in your calendar: not just tasks

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Allow time to \*not be productive\*

## Self-Soothing & Grounding Practices

Box breathing: Inhale for 4 seconds, hold for 4, exhale for 4, hold for 4

Body scan meditation: Slowly move awareness from your head to your feet

Splash cold water on your face or wrists

Hold a warm drink and do nothing else

Three-minute stretch resetneck, shoulders, and back

## Journaling Prompts for Burnout Recovery

1. What burnout symptoms am I currently experiencing?
2. What part of my life feels most out of alignment?
3. When did I last feel truly rested?
4. What expectations can I release?
5. What can I say no to this week to protect my energy?

## Final Notes

Healing from burnout doesn't require a life overhaul. It starts with giving yourself permission to pause.

Let this toolkit be your gentle reset.