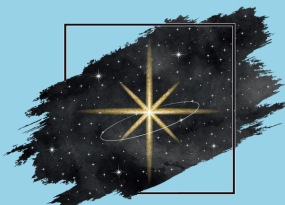


# Recover from Burnout Workbook



EPIPHANY  
FINANCIAL THERAPY™

**This workbook belongs to:**

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# About Burnout

Burnout is a state of emotional, physical, and mental exhaustion caused by excessive and prolonged stress. It often results from feeling overwhelmed, emotionally drained, and unable to meet constant demands. Burnout is often thought to be caused by work-related stress, but it can also show up in other areas of life, such as caregiving or intense personal challenges.

In 2019, the World Health Organization (WHO) recognized burnout as an "occupational phenomenon", describing it as a syndrome resulting from chronic workplace stress that hasn't been successfully managed. Although burnout isn't classified as a distinct medical or mental health diagnosis, its symptoms can overlap with other mental health conditions like depression or anxiety.

## Recognising and Recovering

The journey to recognizing and recovering from burnout is deeply personal. What causes burnout in one person wouldn't create it in another person. That's because everyone is different - different lives, families, experiences, education, opportunities, expectations, demands, and so on.

In our increasingly busy lives, being able to see, understand, assess and balance all the dimensions of our lives and wellbeing has never been more important. This workbook will provide tools and exercises to help you on your burnout recovery journey.

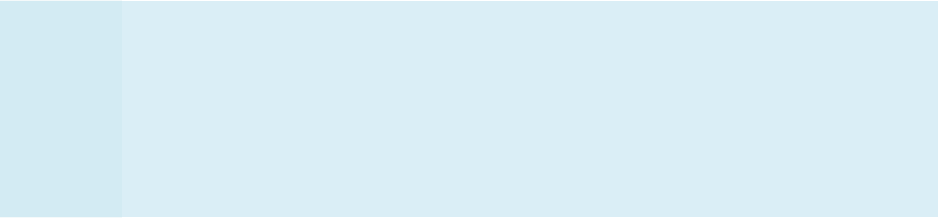
Please Note: If you believe you're experiencing burnout, especially if you have symptoms like prolonged fatigue, feelings of hopelessness, or thoughts of self-harm, you must seek guidance from a healthcare professional or therapist. They can offer a comprehensive evaluation and support you with appropriate interventions.

## How to Use This Workbook

The most effective way to use this workbook is to begin at Section 1 and work through it in sequence. This should be more effective than dipping in to any section in isolation. You can work through each section at your own pace, taking more time where you need to and going faster in another area if that seems right for you. The most important thing for you to do though is: the work, consistently.

## Key Signs of Burnout

- Feeling drained or exhausted most of the time
- Decreased satisfaction and sense of personal accomplishment
- Growing cynical or detached from your job or daily activities
- Reduced performance and productivity
- Increased irritability or reduced patience with others
- Unexplained headaches, digestive issues, or other physical problems



**Rest when you're  
weary. Refresh and  
renew yourself,  
your body, your  
mind, your spirit.**

~Ralph Marston



# Section 1

## Assessing and Reflecting

Burnout is more than just fatigue. It's a deep-seated sense of physical, emotional, mental, social, and spiritual *exhaustion* caused by prolonged stress.

Usually the symptoms gradually build up over time. In this section, you'll be exploring how burnout is impacting on these dimensions of your life and start to understand the different facets of burnout. We've broken down the indicators into five categories, reflecting various aspects of your well-being. By honestly evaluating yourself, you'll gain insights into areas that may need attention.

Remember, this assessment is a tool for self-awareness. It's not a definitive diagnosis but a starting point to understand your well-being better and make informed decisions for your recovery journey.

# Burnout Self Assessment

This self assessment is not a diagnosis. It is a helpful indicator of what your level of burnout might be. Read each statement then write next to it what you think your score is for that question, using this scoring key:

1 Rarely or Never    2=Sometimes    3=Often    4=Almost Always

## Physical Dimension

- I feel tired even after a full night's sleep.
- I get sick more often than usual.
- I have frequent headaches or muscle pain.
- I've changed my eating habits recently.
- I struggle to sleep or oversleep often.

## Mental Dimension

- I find it hard to concentrate or focus.
- Small tasks feel overwhelming to handle.
- I'm more forgetful than usual.
- I struggle to make decisions.
- I often feel like I'm failing or falling behind.

## Emotional Dimension

- I feel detached from my work or daily tasks.
- I often feel like I'm just going through the motions.
- I'm less optimistic or hopeful than I used to be.
- I feel like I'm not achieving anything worthwhile.
- Small annoyances upset me more than they should.

## Social Dimension

- I often feel isolated or disconnected from others.
- Social interactions drain me more than they energize me.
- I've been withdrawing from social events or gatherings.
- I feel like I have fewer meaningful conversations.
- I'm less interested in connecting with friends or family.

## Spiritual Dimension

- I feel disconnected from my personal beliefs or values.
- Activities that used to be fulfilling now feel empty.
- I question the purpose or meaning of my work.
- I no longer feel inspired or guided by a higher purpose.
- I've lost interest in practices that used to spiritually rejuvenate me (e.g., meditation, prayer, rituals).

## Scoring

Total:

25-40: Low level of burnout. You may be experiencing some early signs.

41-65: Moderate level of burnout. It's essential to address these feelings.

66-85: High level of burnout. Consider seeking professional help or significant lifestyle changes.

86-100: Severe burnout. It's crucial to consult with a professional and take immediate steps to restore well-being. You can use this workbook as well.

# Self Assessment Reflection

Now that you can see a picture of your current level of burnout, these questions will help you reflect on your current abilities so you can develop a plan of action.

Were there any scores that surprised you? Why or why not?

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Which physical symptoms stood out most for you? Why do you think they manifested?

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What mental signs of burnout did you resonate with the most?

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Have these mental symptoms impacted your decision-making or concentration lately? In what ways?

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How have the emotional symptoms you identified influenced your interactions with others?

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When did you last feel emotionally balanced and at peace? What was different then?

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Do you feel aligned with your life's purpose and values? Are there aspects of your daily life that might be out of sync with your inner values?

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How often do you engage in activities that uplift your spirit or make you feel connected to something bigger?

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Based on your scores, how satisfied are you with your current social connections and interactions?

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Are there relationships in your life that might be contributing to your feelings of burnout?  
Conversely, are there relationships that have been a source of support and comfort?

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Can you identify any patterns or common themes among your highest and lowest scores?

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Who in your circle understands what you're going through? Is there someone you can talk to about your feelings and findings from this assessment?

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Have you considered seeking professional guidance to navigate these feelings?

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“

**Almost everything  
will work again if  
you unplug it for a  
few minutes,  
including you.** ”

~Anne Lamott

# Section 2

## Understanding and Exploring Burnout

You've done some heavy lifting in Section 1 by taking a closer look at what you're going through.

You might be asking questions like "What's really going on?" or "Why is this happening to me?"

In this section, you'll dive a little deeper into what burnout is, the common causes behind it, and why good people like you experience it. This isn't about loading you up with more information, but about helping you connect the dots and better understand your own situation.

You'll find reflective exercises to help you personalize this information. You're not alone in this, and understanding is the first step towards healing.

# What is Burnout?

Burnout isn't just being tired; it's a feeling of being drained emotionally, physically, and mentally. It's like running out of fuel in all parts of your life.

Describe what burnout feels like for you. How is it affecting different parts of your life?

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## Common Causes of Burnout

Here are some usual suspects that contribute to burnout:

- Work Overload: Too much work, too little time.
- Life Stress: Family, relationships, health, finances.
- Lack of Support: Feeling like you're going it alone.
- Unrealistic Expectations: Setting the bar too high for yourself.
- Life Changes: Big shifts like moving, job change, or loss.

Which of these common causes do you identify with? Write down specific examples from your own life.

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## Why Me?

You might be asking, "Why me? Why now?" Burnout doesn't discriminate; it can happen to anyone, it isn't a sign of weakness or a character flaw; it's a common human experience.

Some contributing factors might be personal, like your coping mechanisms, lifestyle, or the way you handle stress. Others could be environmental, like a toxic workplace, stressful family life, or societal pressures.

What specific habits, behaviors, or environmental factors may have contributed to your experience?

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## Dealing with Guilt and Shame

Many people say they've felt guilt or shame when dealing with burnout. You might think you should be able to handle everything or that you've let people down.

Write down the guilt or shame statements that come to mind when you think of your burnout. Next to each, write a compassionate response to yourself.

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## It's Not Just You

Even though it might feel like it, the truth is that you're not alone in dealing with this issue. Many people go through periods of burnout and come out the other side stronger and with better coping mechanisms.

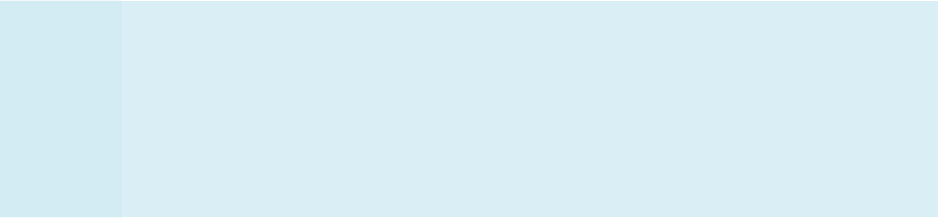
Think about reaching out to a friend, family member, or support group. Do you know anyone who has experienced burnout? Sometimes, talking about it can offer new perspectives and lessen the feeling of isolation.

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## A Turning Point

Asking "Why Me?" can become a time of reflection and personal insight.

It can become the starting point for making meaningful changes in your life.



Taking care of  
yourself doesn't  
mean me first, it  
means me too.

~L.R. Knost



# Section 3

## Navigating Through Burnout

In this section, you'll understand more about burnout. It isn't just about working long hours or having heavy demands on you.

Before we can address burnout, we must recognize it. Often, it creeps in unnoticed, its symptoms dismissed or misattributed.

You'll also look at what sparks stress and fatigue in your life, and learn about Immediate Relief Techniques that can be your lifeline for instant calm and clarity.

This section can empower you with knowledge so you can understand yourself differently.

Be patient, be kind, and allow yourself the grace to evolve and grow.

# Immediate Relief Techniques

Immediate relief techniques are essential when you're working back from burnout because they can help to reduce overwhelm and stress, especially in acute moments. How effective they are can vary from person to person. Find what works best for you and practice it, so you can lean in to one of them when you need it most. Having a few go-to techniques can be especially helpful during challenging moments.

## **Deep Breathing**

Simply taking a few deep breaths can calm the mind and body. Inhale deeply through your nose for a count of four, hold for four, then exhale for a count of four. Repeat this a few times.

## **5-4-3-2-1 Grounding Technique**

This mindfulness exercise can help reconnect you to the present moment. Identify five things you can see, four you can touch, three you can hear, two you can smell, and one you can taste.

## **Short Walk**

Even a 5-minute walk can refresh your mind and body. If possible, try to walk in a natural setting like a park or garden.

## **Quick Stretch**

Stretching your arms, legs, and neck can release tension and improve circulation. Just a couple of minutes can make a difference.

## **Hydration**

Drinking a glass of water can be rejuvenating, especially if you've been neglecting your hydration.

## **Mini Meditation**

Just a couple of minutes of focused breathing or visualization can center your mind. There are many apps and online resources for short meditation exercises.

## **Positive Affirmation**

Repeat a positive mantra or affirmation to yourself. This could be something like, "I am in control," or "This too shall pass."

## **Listen to Music**

The right song or calming tune can shift your mood instantly.

# Recognizing Triggers

A trigger is something that makes your burnout feel worse. Knowing your triggers helps you avoid or deal with situations that make you feel drained.

What situations make your burnout worse?

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Do you see any patterns?

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Could you avoid these triggers next time?

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# Setting Boundaries

Boundaries help you protect your time and energy. Saying no sometimes or setting limits can really help you out.

How do you feel when you set a boundary?

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What things could you can say no to?

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What are some tasks you could pass on to someone else?

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# Coping Mechanisms

These are ways you deal with stress. Some are good for you, some aren't. Picking better ways to cope can really improve how you feel.

What habits do you have that aren't helping, like drinking too much?

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What are more helpful ways to cope?

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How do you feel after using a healthier coping mechanism?

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# Asking for Help

You don't have to go through this alone. Asking for help is okay; it means you know you're human and could use some support.

What's stopping you from asking for help?

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Do you know anyone who's dealt with burnout and reached out for help? How did it go?

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What kind of support would make the biggest difference for you?

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# Small Wins

When you're burned out, it can seem impossible to even notice any small things that are going well. Celebrating little victories gives you a boost.

What's something small you've achieved recently?

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How did that make you feel?

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What's another small step you could take soon?

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“ Care for your  
psyche...know  
thyself, for once we  
know ourselves, we  
may learn how to  
care for ourselves.”

~Socrates

# Section 4

## Burnout Action Plan

Forgetting to put yourself onto your to-do list is a root cause of burnout. Self-care is a critical key in recovering from burnout. And self-care isn't just an occasional treat; it's a necessary, regular, even routine practice that helps maintain your well-being and balance.

Imagine an orchestra, where each instrument plays a distinct role. When harmonized, they produce a beautiful melody. Similarly, the different dimensions of self-care—physical, mental, emotional, spiritual, and social—are your personal instruments. When they're in sync, they create a harmonious life.

In this section you'll brainstorm activities that can help you craft a unique self-care practice. Then, through weekly reflections, you'll find out which 'notes' uplift you and which ones might need some adjustments. The key is to be gentle with yourself, start small, and give yourself time to adapt and heal.

# Self-Care in Burnout

Self-care is more than spa days or a special occasional treat. It is about actively planning and prioritizing acts of care for yourself across physical, emotional, mental, and even spiritual areas of your life.

Self-care is a journey that never ends, not a destination in itself. It's a continuous life-long process of checking in with yourself, understanding your needs, and meeting them in a way that promotes your overall health and well-being.

## Dimensions of Self-Care



**Physical:** Activities that help maintain physical health and vitality. This includes things like regular exercise, a balanced diet, adequate sleep, and even medical check-ups.



**Emotional:** Practices that cater to emotional well-being. This might mean journaling, therapy, or simply taking a moment to breathe when things get tough.



**Mental:** Activities that stimulate and refresh the mind. Reading, puzzles, learning a new skill, or even meditation can fall under this.



**Spiritual:** Not religious per se, but acts that connect one to a larger purpose or understanding. This can be through meditation, nature walks, or participating in community service.



**Social:** The strength and quality of our connection to others - family, friends, and our wider community. What we contribute in relationships.

## Why Self-Care Matters

- It's about valuing yourself. By taking time for self-care, you make your well-being a priority. No one else can do it.
- Acts as a buffer against stress and burnout. By regularly practicing self-care, you can build resilience against life's challenges.
- Boosts productivity and creativity. When you're well-rested and emotionally balanced, you can think more clearly and perform better.

# Tuning In To Yourself

Take a few quiet minutes to ponder these questions. Capture your thoughts, feelings or any insights you might have. It can help you with planning your self care.

When do you feel most like yourself?

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What activities or moments bring you genuine joy?

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Describe a time when you felt completely relaxed. What were you doing?

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When you're feeling down or stressed, what comforts you?

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Are there certain people or environments that energize you?

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# Self-Care Sparks

Self-care is not about grand gestures; it's about consistent, kind acts towards yourself. When you're feeling burned out, it's difficult to think your way to planning for your self care. Little actions of self-care can be added into your daily life gradually and easily.

As you progress and feel more resilient, you can expand your activities. For now, let's focus on the small, doable steps. These ideas can get you started. Add your own ideas at the end of each section. You'll use these ideas in the next step.

## Physical Self-Care

- Take a 10-minute walk outside.
  - Stretch for 5 minutes when you wake up.
  - Drink an extra glass of water today.
  - Try a new fruit or vegetable.
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## Spiritual Self-Care

- Spend 5 minutes in nature, being present.
  - Write about one thing you're hopeful for.
  - Write about a positive memory.
  - Listen to a song that moves you spiritually.
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## Mental Self-Care

- Spend 10 minutes reading a book.
  - Do a 5-minute guided meditation.
  - Write down three things you're grateful for today.
  - Take a short break from screens – just 15 minutes.
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## Social Self-Care

- Send a short text to a friend or family member.
  - Make a quick phone call to someone you care about.
  - Write a thank-you note to someone.
  - Share a memory or photo with a loved one.
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## Emotional Self-Care

- Give yourself a compliment out loud.
  - Spend 5 minutes doing deep breathing exercises.
  - Write a letter to yourself about how you feel.
  - Spend 10 minutes in a quiet space just reflecting.
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# Planning Your Self-Care Routine

Plan a sustainable self-care routine that caters to your unique self. One person might feel recharged by a quiet walk, while another person might need an hour in the gym. Knowing what recharges you is the key.

Your plan should be:

- Consistent rather than intense: it's about adding small acts of self-care into your life every day
- Balanced: make sure that the self-care activities touch on physical, mental, emotional and spiritual dimensions of life, even in the smallest ways.
- Scheduled: so that you definitely make time for these activities, the same as you would for your other responsibilities
- Flexible: so that if something isn't working, you can adapt or change it.

## Overcoming Barriers to Self-Care

- Not enough time - if it's a priority, you will find the time to do it. This is where healthy boundaries can help.
- Guilt - You already know you can't pour from an empty cup.
- Overwhelm - it's normal for most things to feel overwhelming when you're in burnout. So start small, and as you recover you can review and add more when it's right for you.

## Making Self-Care A Habit

Adding small actions to your daily life will help to build some new habits over time.

These could be as simple as reading for 10 minutes before bed or taking a 10 minute walk at lunchtime. Refer to the list on the previous page for ideas as you start to create your simple starter plan.

# Self-Care Planner - Week 1

This worksheet will help you plan self care activities over the next month in the physical, mental, emotional, spiritual and social dimensions of your life. Plan no more than 5 new activities so that they're manageable. It's even okay to plan only one.

Self-Care Activity & Dimension	Possible Barrier and How to Overcome it	When/where/how long for?

# Weekly Reflection Week 1

What self-care activities did you try this week?

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Which self-care activities did you enjoy the most?

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What challenges stopped you from practicing self-care? How can you address them next week?

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How did you feel after each self-care activity?

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What, if any, self-care activities made you feel better than others?

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What did you learn about your self-care needs this week?

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Who did you connect with this week, and how did those interactions impact your well-being?

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What will you do differently next week?

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**Start preparing your planner for next week, now.**

# Self-Care Planner - Week 2

This worksheet will help you plan self care activities over the next month in the physical, mental, emotional, spiritual and social dimensions of your life. Plan no more than 5 new activities so that they're manageable. It's even okay to plan only one.

Self-Care Activity & Dimension	Possible Barrier and How to Overcome it	When/where/how long for?

# Weekly Reflection Week 2

What self-care activities did you try this week?

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Which self-care activities did you enjoy the most?

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What challenges stopped you from practicing self-care? How can you address them next week?

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How did you feel after each self-care activity?

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What, if any, self-care activities made you feel better than others?

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What did you learn about your self-care needs this week?

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Who did you connect with this week, and how did those interactions impact your well-being?

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What will you do differently next week?

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**Start preparing your planner for next week, now.**

# Self-Care Planner - Week 3

This worksheet will help you plan self care activities over the next month in the physical, mental, emotional, spiritual and social dimensions of your life. Plan no more than 5 new activities so that they're manageable. It's even okay to plan only one.

Self-Care Activity & Dimension	Possible Barrier and How to Overcome it	When/where/how long for?

# Weekly Reflection Week 3

What self-care activities did you try this week?

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Which self-care activities did you enjoy the most?

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What challenges stopped you from practicing self-care? How can you address them next week?

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How did you feel after each self-care activity?

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What, if any, self-care activities made you feel better than others?

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What did you learn about your self-care needs this week?

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Who did you connect with this week, and how did those interactions impact your well-being?

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What will you do differently next week?

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**Start preparing your planner for next week, now.**

# Self-Care Planner - Week 4

This worksheet will help you plan self care activities over the next month in the physical, mental, emotional, spiritual and social dimensions of your life. Plan no more than 5 new activities so that they're manageable. It's even okay to plan only one.

Self-Care Activity & Dimension	Possible Barrier and How to Overcome it	When/where/how long for?

# Weekly Reflection Week 4

What self-care activities did you try this week?

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Which self-care activities did you enjoy the most?

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What challenges stopped you from practicing self-care? How can you address them next week?

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How did you feel after each self-care activity?

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What, if any, self-care activities made you feel better than others?

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What did you learn about your self-care needs this week?

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Who did you connect with this week, and how did those interactions impact your well-being?

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What will you do differently next week?

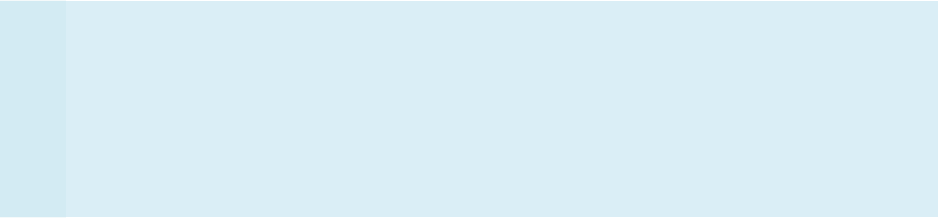
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**Start preparing your planner for next week, now.**



In today's rush, we  
all think too much —  
seek too much —  
want too much —  
and forget about  
the joy of just  
being.

~Eckhard Tolle



# Section 5

## Never Going Back Again

The key to long-term well-being is continuous maintenance. This section will guide you through consistent routines, checking in with yourself, and developing an action plan for times when things may feel overwhelming.

You'll develop a self care checklist of regular activities to **maintain and grow** well-being to remind yourself to keep doing those small, daily actions that contribute to your well-being.

You'll monitor your progress with weekly and monthly check-in sheets so you can identify patterns and catch early signs of burnout and tweak your self-care strategies.

Finally you'll develop a Crisis Plan of steps to take if burnout comes calling again, because it's normal for life to feel overwhelming at times. It's your quick reference guide to remind you that you have a tool kit that can pull you back from the brink and find immediate relief.



# Weekly Checkin

What moment or event stood out for you this week? What made it special?

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Were there any moments that felt particularly tough? How did you navigate through them?

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Were there days you felt especially drained or disengaged? What might have triggered these feelings?

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Which self-care activities felt most beneficial this week? How did they impact your well-being?

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# Weekly Checkin

What did this week teach you about yourself, your needs, or your boundaries?

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List three things you're grateful for from this past week.

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How will you modify your checklist for next week?

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**Start preparing your planner for next week, now.**

# My Burnout Crisis Plan

Burnout can be sneaky, creeping up on you even when you think you have everything under control.

It's essential to have a plan in place to navigate those moments when the world feels overwhelming, and the weight on your shoulders feels unbearable. This plan is a guide, tailored by you, to help you find your way back to stability and peace.

PLEASE NOTE: If you are in severe distress, please access professional assistance.

## **Immediate Steps**

When you recognize the intensifying warning signs of burnout:

### **Pause and Breathe**

No matter where you are or what you're doing, give yourself a moment. Take deep, intentional breaths. Ground yourself in the present.

### **Reach Out**

Call a trusted friend or family member. Just talking about what you're feeling can provide immense relief.

### **Limit Stimulants**

Reduce or eliminate the intake of caffeine, sugar, and other stimulants that might exacerbate anxiety or restlessness.

### **Unplug**

Take a break from digital screens, especially social media, which can often amplify stress.

# My Burnout Crisis Plan

## Resources and Support

Name	Role	Contact details
	Counsellor/therapist	
	Support Group	

**Personal Self-Care Techniques** - What has worked for you in the past?

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**Helpful Affirmations**

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**My Commitment to Myself**

I promise to prioritize my well being and seek help when I need it. I also promise

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# Your Journey Ahead

Congratulations on taking these empowering steps towards understanding and navigating burnout.

The journey to well-being is ongoing, and every day presents a new opportunity to nurture and care for yourself. It's okay to have moments of struggle, and it's commendable to seek help when needed.

As you progress, always reflect on your experiences, adapt your strategies, and continue to prioritize your well-being. This workbook is a tool, but the real power lies within you. Trust in your resilience, your strength, and your capacity to grow.

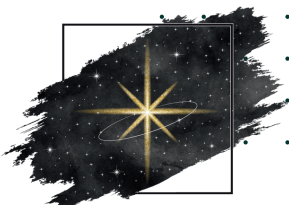
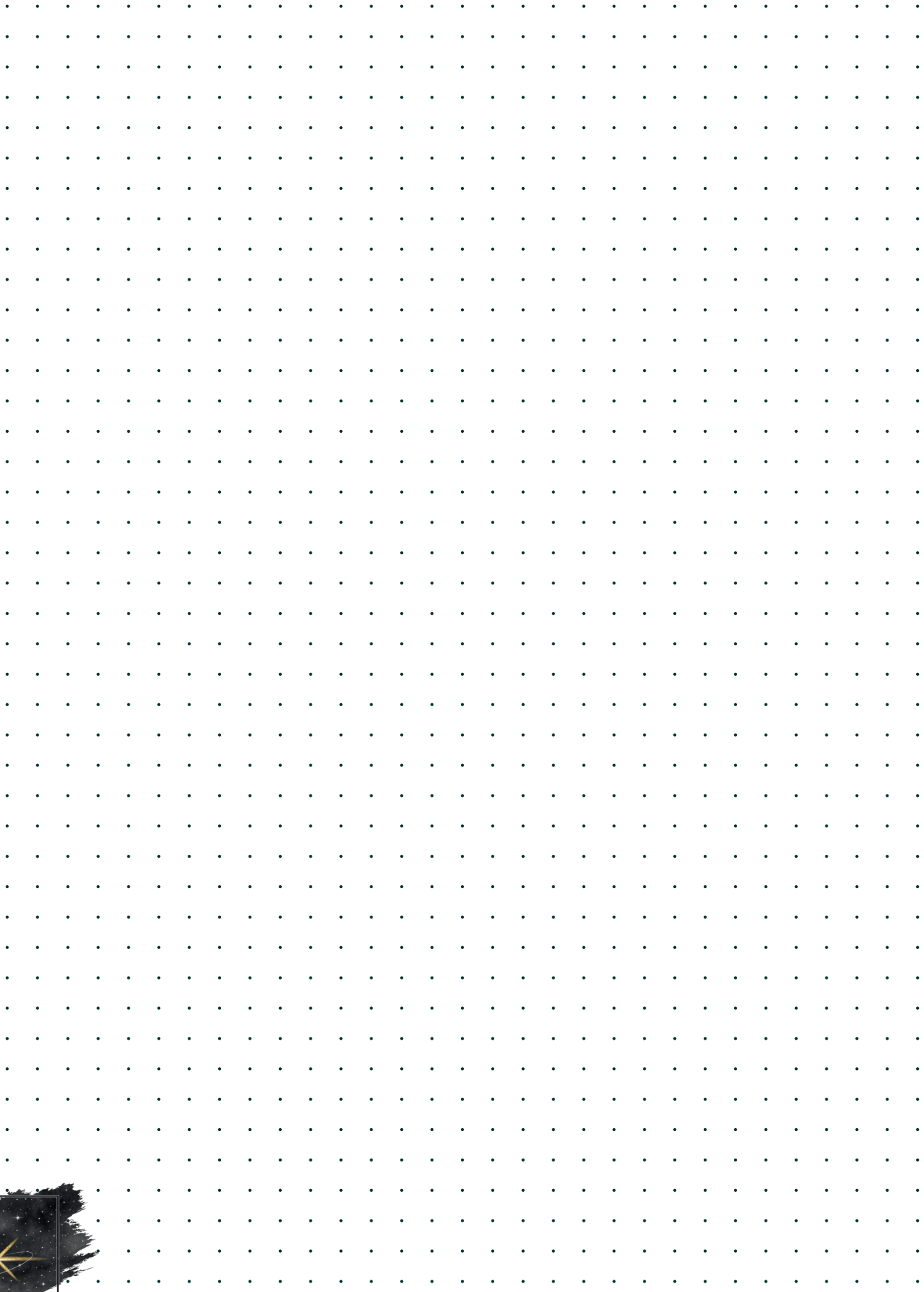






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