

The Burnout Prevention Checklist

A practical guide to protect your mental energy

SelfWorkNotes

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Before You Begin

We live in many roles. At work, in our families, in relationships. And we really try to give our best in most of them. To perform, to provide, to prove.

But pause for a moment.

Where are you on your own list?

How often do you ask yourself what you need?

Burnout often begins when we continuously meet everyone else's expectations — and forget our own limits.

Protecting your energy is not selfish. It is maintenance.

You are allowed to exist without constantly producing.
Your value is not measured only by what you accomplish.

Sometimes the best you can do to restore is simply allowing yourself to be.

Recognizing Burnout

Burnout rarely happens overnight. It builds quietly.

Check any that feel familiar:

- ☐ Constant mental fatigue
- ☐ Feeling emotionally drained
- ☐ Irritability without clear reason
- ☐ Trouble sleeping despite exhaustion
- ☐ Overthinking at night
- ☐ Loss of motivation
- ☐ Difficulty focusing
- ☐ Feeling numb or disconnected
- ☐ Physical tension or headaches

If you checked more than three, your system may be asking for intentional recovery. This does not mean you are burned out, it means your energy needs attention.

Even 15–20 minutes of daily, consistent reset time can create noticeable change.

Your Energy Audit

Your energy is limited.
Protecting it requires awareness.

Rate each area from 1 (low drain) to 10 (high drain):

Work / Study: _____

Family / Relationships: _____

Digital Consumption: _____

Emotional Stress: _____

Self-Expectations: _____

Highest number: _____

If more than one area scores high, start with the one you have the most control over.

Small adjustments in one area often create relief in others.

Boundary Reset

Soft Boundaries Protect Your Energy

You don't need drastic changes, you need small, consistent limits.

Choose one you will practice this week:

- ☐ Say no without over-explaining
- ☐ Turn off notifications after 9 P.M.
- ☐ Schedule one no-obligation hour
- ☐ Reduce one draining commitment
- ☐ Protect one personal ritual

Boundaries are not walls, they are filters that help you protect yourself from burnout. And your consistency in setting boundaries also teaches others how to treat you.

Soft Recovery Practices

Gentle Habits That Restore Mental Strength

You don't always need discipline. Sometimes you need gentleness.

Try one of the below habits today:

- ☐ 10-minute silence
- ☐ Morning grounding
- ☐ Journaling prompt
- ☐ Short walk without phone
- ☐ Intentional breathing

Rest is productive when it prevents collapse.

Weekly Reset

Before next week begins, take 5-10 minutes to reflect to the below questions.

Even better if you write your answers in your journal, so you can see your improvement week-by-week.

1

What drained me most this week?

How did you protect yourself in that situation?

2

What gave me energy?

Can you use it to drive you next week as well?

3

What will I adjust next week?

Even small changes make a big difference.

Choose one small adjustment for the coming week.

You don't need to change everything at once. Not even perfectly.
Just choose one small adjustment and show up for yourself every single day.

Progress begins with consistency, not pressure.

Mental strength is not about pushing endlessly.
It is about knowing when to stand firm and when to soften.

Protect your energy.

You need it for the life you are building.

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