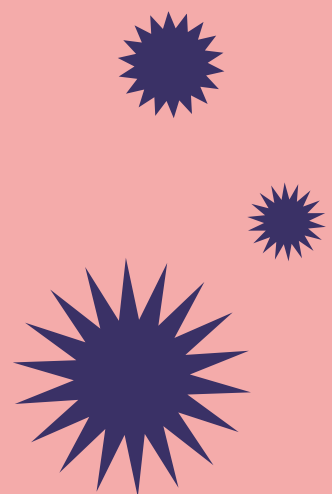


7 STEPS TO MANAGE BURNOUT



GETTING STARTED

Can you pull yourself out of burnout and into an elevated life?

The short answer is yes, but I want to first start by acknowledging that burnout comes in many forms and it is deeply personal for each of you. As a general definition, burnout affects your mental state and is typically brought on by constant stress.

For me, it all came to a head two years ago when I collapsed from exhaustion. I was stressed to the max with work and overwhelmed by the simplest of tasks. I lost joy and struggled with anxiety as a result.

I'm here to tell you that you can pull yourself out of it. And if you're struggling to move forward, I have identified seven steps you can take to gain perspective on your situation, so that you can begin working through this difficult time.

By following the steps and doing the work, you can lead a purposeful and meaningful life that's built for you - on your terms.

1) HOW DO YOU KNOW IF YOU'RE BURNED OUT?

The first step in navigating burnout is recognizing that you are burning out. Common signs include:

- Lack of sleep
- Irritable
- Impatient
- Critical
- Upset stomach
- Headaches
- Overeating

Essentially, you feel like you are losing grasp and don't have a hold of reality. You are going through the motions, but with a lost sense of self and direction. You become numb.

Taking a step back to evaluate where you are and being honest with how you're feeling is a courageous move. It will give you that initial insight and encouragement to become action oriented and position you to be ready to push out of burnout.

Use the space below to document some of the feelings and symptoms you're experiencing. This will allow you to start to recognize and understand them (e.g. mood, sleep patterns).



2) WHAT'S TRIGGERING YOUR BURNOUT?

When you go through burnout, there are signs that you need to watch for. These are triggers, the actual situations you encounter on a daily basis whether big or small, they all lead to and add up to burnout.

Triggers could be high-pressure work environments - where if you're asked to do one more task by your boss you feel like you might lose it or a toxic relationship with a friend.

Those triggers are red flags that are telling you to stop and be aware - look around at what you're going through.

The value in being aware of these triggers is that you can start to better understand the negative atmosphere you're in - how it's making you feel and how depleting it is on your life as a whole.

For the next five days jot down some of your interactions throughout your work and personal life. Include details about how you're feeling, and if there is a particular reaction or thought that comes into your mind in that moment (e.g. do you get tense when you log into work during the week, are there negative interactions in your workplace with your boss, colleagues).



3) LOOK FOR THE BIGGER MESSAGE

Think back... Way back. What do I mean by going even further back? Well, it is often the case that burnout has happened to you in your life prior, you just didn't recognize it. For whatever the reason, you just kept going. Most of us do this when we're young - we feel we can just push through, we're invincible. However, there comes a point later in life where you find yourself in the exact same place, where moments and situations continue to surmount into burnout. So, in this space, it is important to take a look back at your past and audit those moments. And see where you have found yourself in similar situations, are you repeating similar patterns (e.g. ending up in toxic work environments)? As humans we are habitual creatures and we repeat similar patterns because they are learned behaviours. So we will find ourselves pushed to the absolute max in a career if we're people pleasers.

Now, there are likely bigger messages around what you find. Oftentimes, something has happened to you in childhood that is carried forward throughout your life. For example, if someone told you you weren't good enough or you were bullied in school. Those are critical moments that defined you and were likely the guiding force in how you made decisions.

Start here, by taking a look at common situations you have found yourself in. For instance, with work, do you find yourself unknowingly gravitating toward similar negative personalities or do you have people pleasing tendencies that expend your energy?



4) LISTEN FOR YOUR LIMITING BELIEFS

Limiting beliefs are negative thoughts and opinions we have of ourselves. These have been carefully crafted over the years as a result of incidents/situations from childhood, family situations, bullying, and other encounters. Limiting beliefs reside in the subconscious and establish barriers to moving ahead, whether it be asking your boss for a raise, going for a promotion or starting a new business. We tell ourselves “I’m not good enough” or “I’m stupid, I’ll never go anywhere”.

These beliefs surface in moments of stress and at times in our life when we’re feeling low. They are also repeated phrases that we say whenever we’re in difficult times and block us from moving forward in our lives and rise from burnout.

Put it all together by entering the current limiting beliefs you have in the table below and the new phrase that you’ll say to yourself instead.

SAY THIS

NOT THAT

5) THINK ABOUT WHAT YOU WANT

Next, it's time to start to think about what you want in your life by identifying what your life outside of burnout would look like.

Spend some time thinking about what would make a difference in your life. This is where you get to brainstorm. Take 1 minute and write out everything that comes to mind in that minute. Do not spend more than a minute. Include things like how you would feel in the morning's when you wake up. What would you be feeling as you go into work or start your work day? How do you want to be feeling when interacting with friends and family.

Use the space below to capture your thoughts.

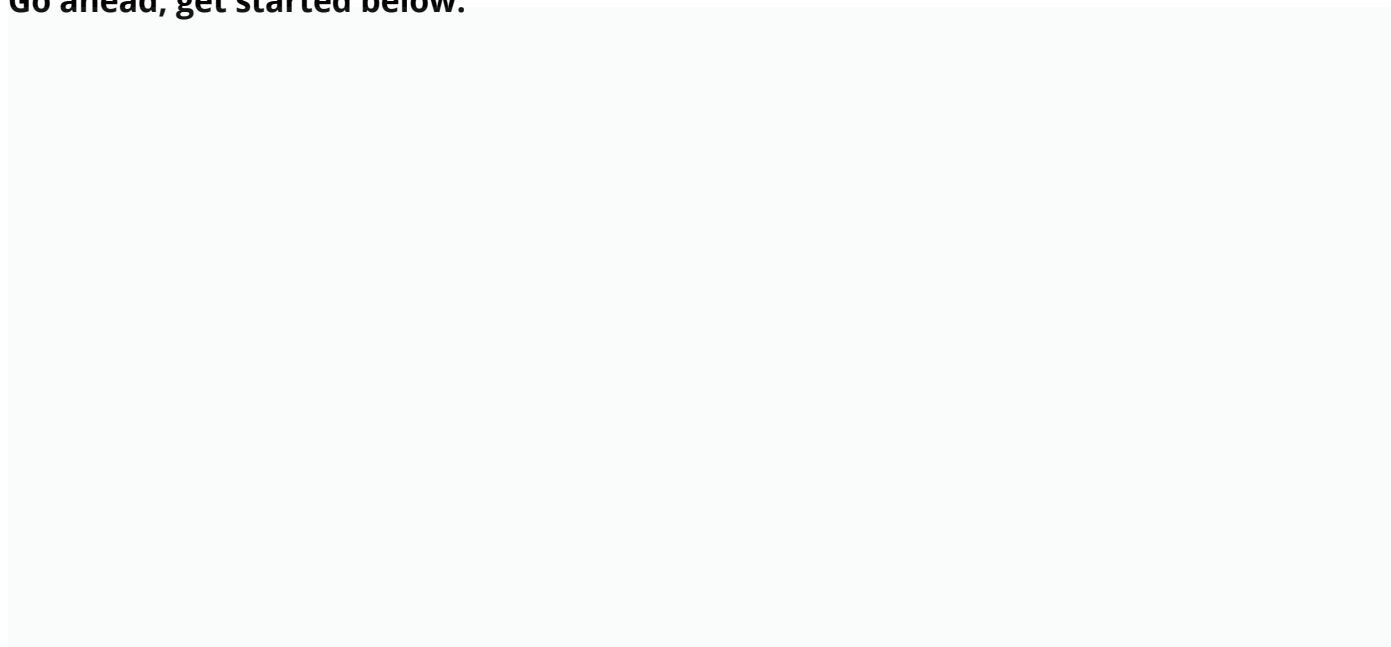


6) APPLY VISUALIZATION TACTICS

In the above, you've spent some time stating your mindset and thoughts around how you would feel outside of burnout.

The next action is for you to write a statement about where you see yourself. This statement helps you to get serious and take the first steps towards a life without burnout. Use the space below to craft your statement. Once you've completed that, search for pictures that represent your statement and save them to a Pinterest board or in a dedicated image folder on your phone or computer. This will help your mind start to gravitate towards the positive future you want to build.

Go ahead, get started below.



7) TAKE ACTION THROUGH SMALL STEPS

These next tips are simple actions you can take to help lift some of the pressures you're feeling. They will help you start to move forward toward more positive behaviours that will help lift you out of your burnout and can be relied upon at anytime when things start to mount up in your life.

Five instant actions that will help you move forward:

- Talk to someone - whether through a psychiatrist, psychologist or life coach
- Move your body - even if just for a 10 minute walk, removing yourself from a negative moment or just to get an overall break, will make all the difference
- Meditate - I cannot express the power of meditation enough, it is invaluable in situations of burnout, you will learn to control your thoughts and the importance of breathing to calm and disrupt negativity
- Understand your options - Having this insight will help you to create a plan for removing yourself from the stressful situation you're in
- Practice gratitude - starting a gratitude journal will give you the opportunity to reflect on the positive things in your life - simple things like a warm cup of coffee or a bright sunny day. Expressing gratitude shifts your mindset toward the good things that are happening in your life - recognizing the positivity that's all around you



MELISSA'S STORY

Like all of us, I've faced several setbacks in life both personally and professionally. From losing my job due to corporate downsizing, dealing with belittlement/bullying in the workplace, to hitting burnout and coming to a career crossroads. So in recent years, after ultimately spiraling into that burnout moment, I decided to pick myself up and get focused on the future. What held me back in the past was I lacked an identity, I didn't prioritize myself, I blamed my lack of progress on having no time/bad job/bad boss and most importantly did not set a clear enough path or objectives to strive for – but I dug into that. And, after self-discovery and mindset work, I created a 3x3 framework that helped me organize my life and get clear about my direction. In a few short months, I was able to finish my certifications, become an entrepreneur and balance my life with solid self-care practices. And, here we are! I made the decision to say, it's my life, I'm moving ahead, I'm going to do it my way and I'm determined to make it happen. I want you to get there, too. It's possible. Let's go!

READY TO MAKE A CHANGE?

I lead career-driven women into breakthrough moments that elevate their lives. Whether you are going through a career transition, starting a business or just starting again after corporate burnout - I'm here to help.

[BOOK YOUR CONSULTATION](#)

THANK YOU!

Thanks for joining me. You are taking your first step toward investing in yourself. And that's an important milestone in your personal and professional journey. Moving through your life, always wanting more but unsure how to achieve it is so common. Without a clear framework and path to get there, you will continue to struggle to move forward and feel ahead. Instead, you will feel unfulfilled and trapped in cyclical, repeated patterns that lead to burnout. Check out my blog or join me on social media where I share simple every day tips that support you in your journey to leading a more fulfilling and purposeful life.

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