



OVERCOME BURNOUT, RECLAIM YOUR LIFE

13 SIMPLE STEPS TO SAVE YOUR CAREER AND SANITY

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1

GET HONEST ABOUT WHERE YOU ARE CURRENTLY

Get real about what's going well and what's not. What parts of your week are the most draining? The most rewarding?

Brain Dump



Brain dump one page for things going well and one page for things in your life that suck. Don't hold back. Who or what's keeping you stuck, causing you misery, or getting in your way?



Admitting

Simply being honest with yourself about what isn't going well is a HUGE first step. Words hold tremendous power. Your body breathes a sigh of relief when you speak your truth.

What's within my control to change?

For the "not going well" list, go through and circle the things YOU can control. For each of these, brainstorm 3 things you could do to change them if you had unlimited resources and didn't care what anyone thought.

Accentuate the Positive



Every night for the next two weeks, jot down 3 things that gave you joy, purpose, or peace. Recall how you felt physically and emotionally. The goal is to do MORE of the things that fill you up and whittle down the things that deplete you.

2

THOUGHTS THOUGHTS THOUGHTS

Like Songs on Repeat...

Our brains aren't all that creative. We play the same dozen or so thoughts over and over. 99% are negative and not helpful!



negative



physically unpleasant

The Path You're On

Where you are right now is a **direct** result of your repetitive thoughts. If you want to change your path, you need to change your thoughts.



Name Those Thoughts



Before we clean house and get rid of those unhelpful lies (I mean thoughts!) we tell ourselves, we have to catch them popping into our heads.

Paint one fingernail a different color or wear a string around your wrist, or set a timer to go off 3 times a day for a couple of weeks. Find a way of "catching" your brain mid-thought. Write those thoughts down.



Common Thoughts

Top tunes I hear from clients: *I'm not good enough, I'm not worth it, I suck, I screwed up again, I can't do anything about it. I'm fat/unattractive/lazy/stupid/unlucky*

After two weeks, you'll have a good idea of which thoughts circulate over and over. And guess what? I bet you believe them. Guess what else? They're not true!!



ACT Tool

Your first tool is simple yet powerful. Say out loud 3 times: "I'm having the thought that (name whatever your thought is). I know, it feels silly but stick with me.

Now, say it again 3 times but this time add "I notice." For example, "I notice I'm having the thought that I'll never find a better job" (3 times).

By doing this, you're disentangling yourself from the thought. By becoming the **Observer** of your brain, the thought doesn't have as much hold on you. This is the first step in wiggling that thought loose.

3 BE OKAY WITH "GOOD ENOUGH"

Perfectionism is a huge time and energy suck. Ask yourself how different your life would look if you accepted doing B work instead of your usual A+ work. Years of your life will be saved by letting go of perfectionism. This goes for housework, cooking, your job, etc.

This will do – check!
Ok, next!



Meet Good Enough Gabby

DO YOU OWN THE DAY?

OR

DOES THE DAY OWN YOU?



WHY I HAVEN'T MADE A
CHANGE YET

fill in the blank



4

HOW DO YOU SPEND YOUR TIME?

**How you spend your days is
how you spend your life.**

Do you like what you do on a daily basis? When you think about 10 years from now, would you like to still be doing the same things? If not, it's time to make an exit plan! Remember, you don't have to have every single step planned out, just the first one!

The Cost

**What is this stuckness
costing you in terms of your
relationships, your physical
health, and mental health?**



Notice & Note

Think about how you want to feel by next year at this time and reverse engineer. This is called "follow the feeling" and I liken it to following trail markers when hiking. If you know you want to feel energized, start noticing all the times during the week you feel energized. Even if it doesn't seem work-related (like making beaded earrings), don't worry. Each time you follow the feeling you'll tip the scale away from burnout and towards the future you crave. "

5 REVERSE ENGINEER

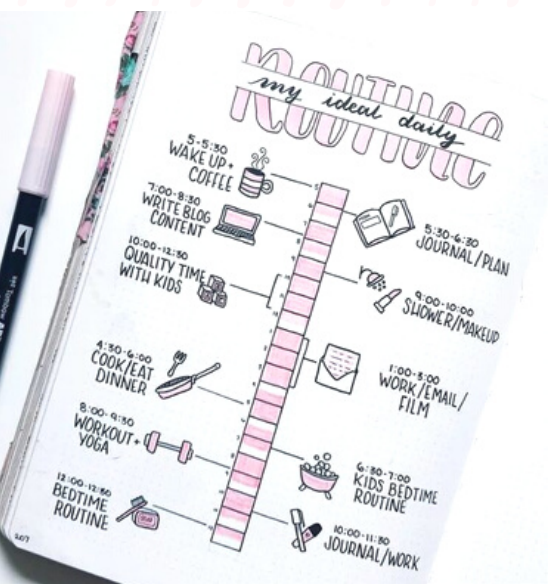
By next year, I want to feel...

energized

appreciated

connected

free



Hope Note

I craved creativity but had no idea how this would fit into my job. I followed the feeling and it led to podcasting, writing, creating yoga sequences, and even pottery.

6

CUT THE CRAP ✂️

If you feel like crap, you aren't winning at life. Where in your life do you feel the crappiest? Sleep? Diet? Physical exercise? Mental health? Be honest. Get help where needed. You already know what you need to do.

Is it **anxiety**, alcohol, or because of being keyed up from staring at the TV or doing work in bed?

Physical exercise? Set the bar low and start walking. Walk for 5 minutes a day the first week, 10 the next. Save your favorite podcast for your walks. No walking=no podcast.

Mental health? Hire a coach or a therapist. No need to be embarrassed; everyone has a therapist or two. It's worth it and cheaper than nutting up and getting fired from your job or paying for a divorce.

Positive Inputs



=



Positive Outputs

Nutrition? Get the processed food out of your house. Don't tell yourself you can't have it. Instead, tell yourself you're the **type of person** who puts healthy food in her body. This shifts the focus from "I can't eat it" to "I choose not to eat it." I have a sticky note on my desk that says, "I choose to avoid sugar."



Keep a running list of goals and dreams that get you excited. These can be completely separate from your career ambitions and may not make sense but they give you that tingle of excitement.

You may think you have no time for dreaming if you're burned out, but having wildly improbable goals has a paradoxical effect. It opens up MORE space and MORE energy in your life.

Examples

Be part of a flash dance, make pie crust from scratch, go all out for a Halloween party, find a writing buddy, have an outdoor fire, camp in the mountains, backpack camp with husband, and teach yoga in my front yard for neighbors. Walk the Camino de Santiago, hit a million downloads with my podcast, live overseas for a year, meet Oprah, write a book, learn Italian, host a retreat in Costa Rico, charter a boat, and island hop, go on an overnight train trip.

Without having things to spark your interest or work towards, your life becomes dull and monotonous.

take a tai chi class
foster kittens renew vows
learn grandma's dumpling recipe
plant an herb garden
salsa dance with Sam





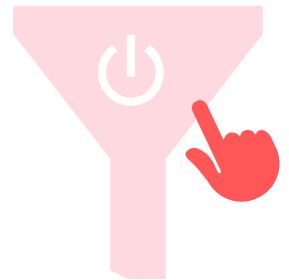
8 FORM A PERSONAL "BOARD OF DIRECTORS"

Figure out who believes in you and cheers you on no matter what. This is your personal board of directors. You'll need them as you make your way through the fires of burnout and towards a better life.

We're often blind to our own roadblocks and limiting beliefs. This team will be vital. Make a list of possible candidates.



9 GET REALLY CLEAR ON BOUNDARIES. END YOUR "YES" HABIT



When you're asked to do something, **DO NOT** answer immediately. This buys you time to consider if you want to say "yes." Ask yourself

- 1) **What does your body say about this request?**
- 2) Are you saying yes **so you won't disappoint** the other person? (putting their needs in front of yours leads to resentment)
- 3) if the event/task were **tomorrow**, would you say yes? We're inclined to say yes to things if they're scheduled out weeks or months from now. We optimistically assume our future selves will be enthusiastic about it

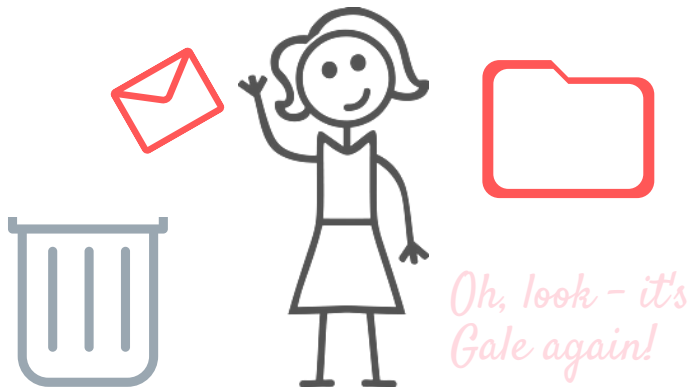
THE "ASK"



10 DECLUTTER LIKE A MOTHER



Our outer spaces are metaphors for our inner spaces A clean closet creates peace, calm, and a sense of empowerment both physically and mentally.



Turtle Steps

Take 10 minutes to tidy one small area of your house, yard, or car. Even a drawer will do the trick.

Tiny wins like this make your space feel more manageable as well as your life. Sounds bizarre, but it works!

Q: Why haven't you made a change yet?

A: _____

Q: Are you waiting for permission to live life on your terms?

A:

11 PERMISSION AND BLAME

Get brutally honest



It's easy to blame others for our stuckness. Who have you been blaming? How would it feel to take the wheel and start being the captain of your ship?



Who have you chosen to be seated at your table?

12
GATHER
UP

Surround yourself with people who inspire and motivate you. We're the average of the 5 people we spend the most time with. Are your people life-giving or life-sucking? Are they living their best lives (or at least trying)? Make it a point to spend more time with people you'd like your future self to be like. I want to do more writing, so I joined a writing group. I want to be fit and healthy so I have friends who like to be active.

I will surround myself with those who

take ownership of their happiness
Invest in meaningful relationships
have clear boundaries

your turn



13 YOU!



What do you need? What do you yearn for? What do you truly want when you get quiet?

If you don't have an answer to these, spend a few weeks or months in discernment. Hire someone if you still can't find the answers. But, I'll give you a free tip: **The answers are inside you.** Even when you say, "I just don't know," you do. The truth can be scary.

Reach out!

If this material resonates, reach out! Or, if you're not ready yet, check out my free podcast, [Recharting Your Life with Hope.](#)



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