



BEYOND BURNOUT

With Dr. Catherine Wikholm

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Welcome to **Beyond Burnout**. A program focused on the prevention and recovery of burnout.

Burnout is a state of constant emotional, mental, and physical exhaustion caused by prolonged and unresolved work-related stress.

If you are experiencing Burnout you are not alone, as the boundaries between work and home life are diminishing, so many of us are struggling to keep up with the increasing demands placed on us.

I have designed this 10 day program to help you learn more about the causes and symptoms of Burnout and to identify the practical steps you can take to prevent or better manage your own experience of burnout.

The program is divided into two sections - the first is focused on **how to recover from burnout** - where I will teach you mindfulness and relaxation practices to relieve stress, calm your mind and improve sleep. The second part of this program is focused on **how to prevent burnout** - I will share CBT techniques and stress management practices to help you improve mental resilience as well as daily habits to help you better cope with pressure and live a more balanced life.

By the end of this program you will have a number of tools and techniques that I will hope will help you for the rest of your life.

Now is the time to put yourself first.
Well done for taking this first step.

Dr Catherine

HOW TO USE THIS WORKBOOK

This workbook can be completed on its own or alongside the audio program. We recommend doing both if you have time in order to ensure you practice and fully understand the key learnings of each section. The program has been designed for you to complete one exercise per day over 10 consecutive days. However if you take longer to complete the program that is also fine. You will find a summary of the key learnings at the end of the program which you can go back and review.

WHAT TO EXPECT

Over the next 10 days you will be introduced to a number of new concepts and ways of understanding the experience of burnout and your mind. If at first you don't understand an exercise or grasp the meaning of a practice you can repeat the exercise via the audio guide or in this workbook. At the end of this workbook you will find a glossary of key terms which you can refer to as you progress through the program.



WHAT IS BURNOUT

Burnout is a state of constant emotional, mental, and physical exhaustion caused by prolonged and unresolved work-related stress.

While each person’s experience of burnout is unique, it usually occurs when an individual is overwhelmed by a demanding work schedule that they feel unable to keep up with or are experiencing chronic interpersonal stressors in the workplace.

Burnout may be a result of excessive stress, however, burnout and stress are not the exact same thing. Burnout is characterized by a loss of motivation to participate in activities we are usually interested in. There is often a sense of exhaustion, helplessness and hopelessness that makes getting through each day incredibly challenging.

It is also important to seek additional support or professional help in the form of a registered psychologist or counsellor if you feel that you are struggling to cope with any severe symptoms of burnout or stress.



IDENTIFYING RISK FACTORS

Burnout can affect absolutely anyone in any type of profession, however if you are working in a people-oriented role, working over 40 hrs a week, or have significant commitments outside or work that also take up your time and emotional energy - like caring for children, you are more susceptible to experience burnout.

Some of the other risk factors for burnout include:

- Working under unreasonable time pressures and expectations
- Working long hours and overtime
- Working closely with others experiencing burnout
- Lack of communication, direction and support from others,
- Unfair treatment in the workplace
- Having a job which involves a high level of personal, emotional contact with other people
- Lack of coping strategies for stress management and effective personal self-care practices

It is important to understand that the factors that lead to burnout are often out of our control like the culture in our workplace, global events or the economy.

While ideally we would remove ourselves from these external pressures this is not always possible.

However by better understanding the factors placing us at risk of burnout, we can take practical steps to make changes that can help to mitigate these pressures.

DAY 1 - EXERCISE

In this exercise, we are going to clarify the different stressors you currently experience in your life, which may be a potential risk for burnout. We will then look at identifying the protective factors you may currently have, that help to reduce your risk of burnout.

The aim of this exercise is to give you an opportunity to reflect on these different areas of your life and how they may be impacting your wellbeing.

During this exercise, please reflect on the past **two weeks**.

How do you feel about the following areas of your life?

Rate each area between 1 (unsatisfied) and 5 (very satisfied)

Your current workload	
Upcoming deadlines or exams	
Amount of hours you have worked over the last week or so	
The nature of your work (e.g. emotionally demanding, monotonous, or interesting, stimulating)	
Your relationship and interactions with your colleagues	
Your relationship and interactions with your line manager, supervisor or boss	
Your relationships or interactions with any clients who you work or interact with	
Your work environment (e.g. if it is pressured and chaotic, or calm)	
Your life outside work - family, your relationship with your partner, caring for children etc	

Which of these areas do you identify as your main sources of stress?

Note these down below:

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DAY 1 - EXERCISE

In this next part of the exercise we will focus on **Protective Factors**. These are the actions that can help to protect us from burning out.

As you reflect on each of the following areas of life, consider how much your needs are being met at present.

How satisfied are you currently with... *Rate each area between 1 (unsatisfied) and 5 (very satisfied)*

Your personal and professional boundaries	
Your work/life balance, the amount of time you have for socialising and relaxing etc	
Your knowledge of strategies to enable you to relax and to help to manage and reduce worry and stress	
Your social support, in terms of supportive family relationships and friendships	
How much sleep you are getting	

Take a moment to reflect on what your strongest protective factor is currently, and what has helped it be with this way.

Make some notes below:

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Identifying where your needs are not being met is an important step towards making positive changes in your life.

REFLECTION QUESTIONS

1. What area of life are currenting causing you the most stress?

2. What protective factors could you start focusing on more?

3. What is one small change you might make today?

KEY LEARNINGS

Burnout is a state of constant emotional, mental, and physical exhaustion caused by prolonged and unresolved work-related stress.

Burnout and stress are not the exact same thing. Burnout is characterized by a loss of motivation to participate in activities we are usually interested in.

Burnout can happen to anyone across all types of professions however there are a number of factors that may place you at greater risk including working over 40 hours per week and working in careers that involve caring for others.

RELAXATION TECHNIQUES

Physical and mental **exhaustion** is a central symptom of burnout.

Exhaustion undermines your ability to work effectively and feel positive about what you are doing each day. In a state of exhaustion, you find that you're unable to concentrate or motivate yourself, even routine and previously enjoyable tasks can seem arduous, and difficult to complete.

We reach a state of exhaustion when - due to the demands placed upon us by our workplace, or sometimes even by ourselves - we constantly push ourselves beyond our limits without adequate time for rest and relaxation.

Even when we do have the time, many of us find it really difficult to relax, even when we are extremely tired. We are constantly busy, connected to our screens and always **switched on** - as a result it becomes more and more difficult to relax. This is why learning short, **effective relaxation techniques** can be so useful for both the recovery and prevention of burnout.

Relaxation techniques aim to elicit the relaxation response, which is a physical state of deep rest that essentially deactivates a state of stress: it is the antidote to living in a state of high-alert or "survival mode"



DAY 2 - EXERCISE

Progressive muscle relaxation is a method that helps relieve that tension. In **progressive** muscle relaxation, you tense a group of muscles as you **breathe** in, and you relax them as you **breathe** out.

To begin, find yourself a comfortable position in a place where you won't be disturbed for the next 5-10 minutes... Sit down comfortably, or lie down if you prefer, making sure that your body feels well supported.

1. Take a slow deep breath in **through your nose** and out through your mouth. Imagine that as your breath leaves the body, tension leaves your body too.
2. Now, extend your awareness from your breath to **the whole of your head**. Notice any areas of tension that may currently be present in your face. We will now start to progressively relax any areas of tension.
3. As you breathe in, tighten the muscles in your forehead by lifting your eyebrows, as you breathe out, relax the muscles

4. Move awareness now to your **jaw**, open your mouth wide for a moment or two, and then relax your jaw to a comfortable position..

5. Now, bringing your awareness to your neck, gently move your head from side to side, backwards and forwards, then relax into a centred position, free of any tension.

6. Focusing now on your shoulders, notice any tension that is there, then lift them upwards towards your neck as you breathe in and out.

7. Now, turning to your arms and hands... with both hands, tense your bicep and make a fist... squeeze the muscles for a moment, then relax.

8. Notice how as you breathe deeply, your abdomen inflates with the inbreath, and relaxes back down with the out breath.

9. Tense your leg muscles by squeezing your legs together for a couple of moments, then feel the tension release as you allow your legs to relax .

10. Continue to breathe slowly in and out, as we draw to the end of this exercise.

REFLECTION QUESTIONS

1. What do you notice happening to your body when you feel stressed?

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2. How does your body feel when you are relaxed?

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3. What simple relaxation practices could you add to your day?

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KEY LEARNINGS

Physical and mental exhaustion is a central symptom of burnout which undermines your ability to work effectively and feel positive about what you are doing each day.

Relaxation techniques elicit the relaxation response, which is a physical state of deep rest that can deactivate a high stress “threat” mode.

SLEEP WELL FOR REST & RECOVERY

Sleep is an essential function that allows your body and mind to recharge, leaving you refreshed and alert when you wake up. Restful sleep also helps the body remain healthy and strong. Without enough sleep, the brain cannot function properly. This can impair your ability to concentrate, think clearly, and process emotions.

Sleep deprivation and burnout go hand in hand. **Burnout** is consistently linked to sleep problems, including insomnia and non-restorative sleep, which is when people get enough sleep but still don't feel refreshed.

There are many things that can contribute to poor sleep, such as working late into the night, caffeine or alcohol intake, the use of screens before trying to sleep, and going to bed and getting up at irregular times.

One of the most important things you can do to help with this is to ensure you have a regular, consistent sleep routine where you try to go to bed at the same time each night, following the same getting-ready-for-bed, winding down routine, so that your brain is 'primed' to expect sleep.

Avoid screens and instead do a sleep-promoting activity such as reading, and finish off the routine with a relaxation practice, to get yourself in a state of rest that is most conducive to falling asleep.



Sleep Well Checklist

Good sleep is not just about the moment we lay our heads down on the pillow at night.

There are actually many different actions and habits we can practice throughout the day that can help us to fall asleep and sleep well throughout the night.

Here are a few simple tips:

Get sunlight early in the morning.

Early morning sunlight is particularly good for helping you sleep at night. Your eyes need light to help set your body's internal clock. An early morning dose of sun can trigger a release of hormones in your body to activate your sleep/wake cycle.

Eat regular meals throughout the day. Avoid eating large, heavy meals at least 2 hrs before bed as this can disrupt sleep.

Be mindful of your caffeine

intake. Avoid having caffeine at least 4-6 hours before bed. That includes coffee, cola and most teas.

Practice active relaxation at the end of your workday.

For example, yoga, stretching, massage or a walk in nature. This will help to switch you out of your sympathetic nervous system “stress mode” into your parasympathetic nervous system “relaxation mode”.

Limit screen time in the evenings.

The blue light from mobiles and other screen devices send a signal to your brain to keep you awake. Try to avoid screens at least 2 hrs before bed.

Guided Sleep Meditation.

Listen to the soothing guided meditation created for Day 3 of this program to lull you to sleep.

REFLECTION QUESTIONS

1. How well do you sleep most nights?

2. Do you wake up feeling refreshed and well rested?

3. What are 3 actions you could take this week to improve your sleep?

KEY LEARNINGS

Burnout is consistently linked to sleep problems, including insomnia and non-restorative sleep.

Without enough sleep, the brain cannot function properly. This can impair your ability to concentrate, think clearly, and process emotions.

Avoiding screens late at night is important to ensure you are able to wind down for a restful sleep.

SLOWING DOWN

Slowing down our lives may feel challenging especially if we have been living busy lives on autopilot for so many years. It is key to understand that by slowing down you actually speed up the process of healing and recovery.

One of the simplest ways to slow down is through the practice of **mindfulness**. Broadly, mindfulness involves paying attention to the present moment and becoming more self-aware of our thoughts and behaviours. It is not necessarily about doing less, but rather slowing down enough to pay attention to what we are doing from one moment to the next. For example, sitting down to eat a meal in a calm and relaxed state, minimising distractions and giving all your attention to tasting and enjoying the taste, smells and textures of your food.

Instead of doing a million things at once and feeling totally overwhelmed, we focus on one task at a time and release the habit of rushing through every task all day.

One way you can learn to slow down in your everyday life is through a **mindful walking practice**.

Mindful walking simply means walking while bringing our full attention to our experience, noticing our surroundings and being aware of each step and of our breath. If you're able to do this outside, all the better - we know that spending time in nature can itself bring about a reduction in stress - but you can really do this anywhere.



Mindful Walking Exercise

To begin, find a quiet space to walk where you will be free from distractions for the next 10 minutes.

If you can go outdoors in nature, great, but if that's not an option, you can just walk around your home, or even just the room that you are in.

Use the following steps as a guide to get you started:

- 1.** Take a moment now pause where you are. Stand tall. Lift your shoulders, your neck and your head. Focus your gaze ahead of you.
- 2.** Now gently close your eyes as you remain standing. Take one deep full breath in and one full deep breath out.
- 3.** Notice all the details of the space around you but release the need to judge what you see.
- 4.** When you are ready slowly take your first step forward. Feel the sensation of your foot touching the surface beneath you. Allow this sensation to ground you into the present moment.

5. Take your next step. And then another. Continue to breathe and you take slow, steady conscious movements forward, walking at a slow but natural pace that feels comfortable for you.

6. With each step, pay attention to the lifting and falling of your foot. Notice movement in your legs and the rest of your body. Notice any shifting of your body from side to side.

7. Feel the entirety of your body with each step forward. Continuing to breathe in deeply - inhale and exhale.

8. Now direct your focus and attention to what you can see around you. Notice the colours, the shapes and the dimensions of everything around you. Perhaps you can see beauty or details in simple things you have never noticed before.

9. Continue to walk at a slow and steady pace. As you come to the end of your mindful walking practice, take a moment to stand still, as you appreciate how calming it feels to simply slow down and to be exactly where you are.

REFLECTION QUESTIONS

1. What thoughts did you notice arising when you started the mindful walking practice?

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2. Did you experience any resistance to moving at a much slower pace?

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3. List a few words below to describe how you felt at the end of the mindful walking exercise?

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KEY LEARNINGS

It is key to understand that by slowing down you actually speed up the process of healing and recovery.

Mindfulness involves paying attention to the present moment and becoming more self-aware of our thoughts and behaviours

One way you can learn to slow down in your everyday life is through a mindful walking practice.

OVERCOMING OVERWHELM

Did you know that not all stress is the direct result of things happening outside of us?

Much of our stress response is self-induced - meaning those feelings and thoughts that pop into your head in response to our circumstances. These thoughts and feelings are known as **internal stressors** and they stem from our beliefs, fears, attitudes and past experiences. We may be very rigid in our self-expectations, judge or blame ourselves very harshly for mistakes, and put unnecessarily high pressures on ourselves.

For many people, self-criticism is often our first reaction when things go wrong. The good news is that we have the ability to challenge our existing thought patterns and change the way we respond to stress through changing the way we speak to ourselves. Practicing **self-compassion** in these times can help to avoid unnecessary self-criticism, stress and overwhelm and supports us instead to strengthen the confidence and resilience required to cope with difficulties, problem solve and overcome challenges.

One of the simplest and most effective ways to learn how to silence our 'inner critic' and to be kinder and more compassionate to ourselves is to practice talking to yourself as you would a good friend.

Today I would love to guide you through a simple exercise on self-compassion.



Building Self-Compassion

All you need for this exercise is a pen and paper, and a place where you won't be distracted or disturbed for the next 10 minutes...

1. Take a moment to bring to mind one or more recent experience of when a close friend has been feeling really bad about themselves, or struggling in some way.

Write down some of the things you typically say to a friend when they are struggling.

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2. Now, bring to mind times when you feel bad about yourself or you're struggling with something.

Write down some of the things you typically think, do and feel about yourself, when you're struggling.

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Now, take a moment to compare your approach to your struggling friend, and your struggling self. Is there a difference?

If there is, ask yourself why?

Try to start treating yourself as you would a close friend, and see what difference self-compassion can make to how you feel and how well you cope.

REFLECTION QUESTIONS

1. How can you be kinder to yourself this week?

2. Note down below some encouraging statements you might use to be more compassionate to yourself:

KEY LEARNINGS

Much of our stress response is self-induced - meaning those unhelpful thoughts that pop into our head in response to our circumstances.

We may be very rigid in our self-expectations, judge or blame ourselves very harshly for mistakes, and put unnecessarily high pressures on ourselves.

These thoughts and feelings are known as **internal stressors** and they stem from our beliefs, fears, attitudes and past experiences.

One of the simplest and most effective ways to learn how to silence our '**inner critic**' and to be kinder and more compassionate to ourselves is to practice talking to yourself as you would a good friend.

HEALTHY BOUNDARIES

Do you struggle to say no? Are you always taking on more than you can handle simply because you don't know how to say no or don't want to disappoint others? Do you find yourself often people-pleasing, taking on others' responsibilities and stressed out by excess demands on your time?

Difficulty with setting or holding boundaries will cause you to take on workloads, priorities or burdens that aren't yours to carry, leading you to overextend yourself and increase the likelihood of stress, overwhelm and burn out.

Signs that you have weak personal boundaries include:

- Saying 'yes' when you really mean 'no'
- Spending time with people who deplete you of energy even when you don't want to
- Not speaking up when others treat you poorly
- Allowing the demands of others take take priority over your own needs
- Constantly putting the health and happiness of others before your own
- You feel guilty for doing something for yourself

In this session I will help you learn to build the confidence to set boundaries in both your professional and personal life.



Setting Healthy Boundaries

Find a place where you won't be disturbed for the next 10 minutes and then we will begin....

Bring to mind a time when another person made a request or demand on of you that you felt was unreasonable, and that you didn't want to do.

A situation where you wished you could have said no, or held a boundary, but at the time did not feel able to.

How did this experience make you feel?

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How did you respond to the request?

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What bothered you about the situation that you did not have the courage to say at the time? Try to be specific.

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If you experienced stress or resentment, this emotional response is the signal that a boundary has been crossed or needs to be communicated more clearly.

DAY 6 - EXERCISE

Now, rewind the scenario in your mind... and this time, when your interaction begins, imagine that they make their demand, and then imagine you press pause on your scenario.

This is your chance to respond differently. To communicate your boundary clearly, in a way that respects the other person but respects your own needs too.

Take a moment to formulate how you would articulate your response.

Imagine a more confident, direct and assertive version of yourself.

Write down how you would respond now. What words would you use?

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Imagine yourself communicating calmly and confidently, secure in the knowledge that you are entitled to have boundaries that prevent overwhelm and protect your wellbeing.

Take a couple of minutes now to reflect on any other situations you are aware of where you might like to firm up your boundaries. Note them below:

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Remember, building boundaries takes time and practice and sometimes those around you may push back against your boundaries, especially when you first begin asserting them.

KEY LEARNINGS

Weak boundaries may cause you to take on workloads that aren't yours to carry and increase the likelihood of stress, overwhelm and burnout.

Building boundaries takes time and practice and sometimes those around you may push back against your boundaries, especially when you first begin asserting them.

You can start to build healthy boundaries by saying **learning to 'no'** to unreasonable requests or demands on your time in a calm, confident and respectful way.



HOW TO SWITCH OFF

In this session you will learn how to reduce worry and be more present so you can more effectively relax and recharge.

Worrying is a form of thinking about the future in a way that leaves you feeling anxious or apprehensive. Once we start worrying, it often spirals and can be hard to stop. We may find that we lose hours to worrying or that it feels uncontrollable. The more we worry about things - often situations that haven't yet happened or may never actually happen - the more anxious and overwhelmed we feel.

Worrying distorts our perception of reality and circumstances, leading us to overestimate the likelihood of negative consequences happening. We may fear something that hasn't yet happened, or obsess over something that has happened that we're powerless to do anything about. Before we know it, we're thinking about worst case scenarios and feeling ever more anxious and stressed.

Burnout is often *not only* caused by our workload and external pressures, it's also caused by the worrying we do about these pressures, which is why learning ways of reining in worry is so important.

Today I would like to share with you a really practical strategy to help you to manage worry and ease some of the internal pressure you feel. This strategy is called the **Worry Tree** and it is a **CBT technique** that I use with many of my clients.

Worry Tree



DAY 7- EXERCISE

The Worry Tree

Worry is a cognitive process that involves thinking about problems that *might* happen in a way that can leave you feeling anxious or apprehensive. Not all worry is problematic – we all foresee difficulties in our lives and spend some time anticipating ways around potential obstacle.

The Worry Tree is an exercise that allows you to distinguish between real worries or troubles and those that are hypothetical.

Is a simple way to deconstruct a worry and gain perspective.

Here are some simple steps to get started:

1. Notice when you are getting caught up by worries

2. What is the worry about?

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3. Can you do something about it?

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If the answer is NO, you can make the decision to put this worry aside for the time being.

If you answer is YES, continue on with the following questions:

If you can do something about this NOW, take the action you need.

Then put the worry to the side.

If you can't do something now. Decide what to do and schedule time to do it LATER.

Then put the worry to the side.

How you feel now?

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This simple exercise can be followed anytime you are feeling overwhelmed by worry. It is a great way of moving forward instead of being stuff with the same worried thoughts repeating themselves in your mind.

REFLECTION QUESTIONS

1. What are some of the things that you tend to worry about most?

2. How many of these worries have not ended up happening at all or being as bad as you have imagined?

3. What are some constructive steps you can take to manage worry moving forward?

KEY LEARNINGS

Worrying is a form of thinking about the future in a way that leaves you feeling anxious or apprehensive.

Worrying distorts our **perception** of reality and circumstances, leading us to overestimate the likelihood of negative consequences happening..

Burnout is often *not only* caused by our workload and external pressures, it's also caused by the worrying we do about these pressures, which is why learning ways of reining in worry is so important.

BUILD MENTAL RESILIENCE

A really important part of Burnout prevention is strengthening our resilience.

In simple terms, **resilience** is the process of adapting well in the face of adversity. It means 'bouncing back' from difficult experiences.

Resilience refers to the skills, abilities, knowledge, and insights that accumulate over time as we learn to overcome adversity and deal effectively with challenges.

Factors that lead to resilience include optimism; the ability to stay balanced and manage strong or difficult emotions; a sense of safety and a strong social support system. The more resilient we are, the better able we are to manage stressors and cope well with pressures and difficulties we may face.

When we are feeling stressed or under pressure, anxiety and negative thinking can kick in and we may find ourselves being our own worst enemy with a tough 'inner critic' telling us that we aren't doing well enough. This type of thinking can significantly undermine our ability to cope with stressful situations.

One of the best ways we can become more resilient is by learning to recognise when anxiety or negative self talk is kicking in, and reminding ourselves that these negative thoughts are often not facts. Instead, by reminding ourselves of how we have managed to cope with or overcome certain problems in the past, we can use this evidence of our proven coping ability to help to strengthen our confidence in managing current difficulties.

The Anxiety Equation

One of the best ways we can become more resilient is by learning to recognise when anxiety or negative self talk is kicking in, and reminding ourselves that these thoughts are often not facts. Instead, we can develop our resilience by paying attention to the evidence we have of our proven coping ability, by thinking about past problems or difficult situations we have successfully dealt with.

I will now guide you through a very simple exercise to help you put this into practice.

1) Describe a situation where you were previously able to solve or overcome a problem or deal with difficult circumstance and come through the other side.

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2) Identify at least one, or more, positive qualities that helped you to cope with this issue. For example, did you demonstrate perseverance, determination, time management or thinking creatively? List below.

Now, identify at least one thing that you regularly did, or prioritised doing during this period of time, that you feel helped you to cope. For example, going for a walk each day.

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These actions you have listed are examples of your existing **coping strategies** - specific efforts to tolerate and reduce stressful events and experiences. See if you can repeat this exercise for another two challenging circumstances you have overcome to build on this list of coping strategies.

REFLECTION QUESTIONS

1. What is one habit you can focus on this week to build your resilience?

2. What is one coping strategy you will use to manage stress?

3. What did you learn about yourself after completing this week's exercise?

KEY LEARNINGS

Resilience is the process of adapting well in the face of adversity. It means 'bouncing back' from difficult experiences.

The more resilient we are, the better able we are to manage stressors and cope well with pressures and difficulties we may face.

One of the best ways we can become more resilient is by learning to recognise when anxiety or negative self talk is kicking in, and reminding ourselves that these thoughts are often not facts.

HOW TO CREATE A BALANCED LIFE

So far we have looked at techniques for burnout recovery and prevention.

In this session we will focus on moving forward and establishing a healthy **balanced lifestyle** that will not only ensure you are less susceptible to burnout, but will also encourage improved wellbeing, cultivate meaningful connections with others and promote a sense of purpose each day.

When we are feeling stressed, many of us may come see spending time on activities that give us joy or pleasure, or even spending time with friends, as a luxury that we don't have the time for, rather than a necessity.

However, the truth is that to cope to the best of our ability with work-related pressures, we need to regularly do things that enable enjoyment and connection, so as to to reduce stress and keep us motivated each day.

Just spending our time on achievement-related tasks can backfire by making us feel stressed out and depleted, especially if we are struggling with work and aren't actually getting the sense of achievement we might want.

In today's exercise, we are going to focus on how to balance the time you spend on **achievement** focused activities vs. activities that provide you with **enjoyment**, so as to help improve wellbeing. I will ask you to think about what you have done today, or if you are doing this exercise in the morning, you can think about what you did yesterday.

Achievement, Connection, Enjoyment (ACE)

Using a piece of paper of the space below, make a list of all the activities you do during a typical workday. Be sure to be specific, for example - make a cup of coffee, answer emails or drive home from work.

Morning

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Afternoon

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Afternoon

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Now go back over each point on your list and place a letter A, C, E next to each activity based on whether they gave you a sense of:

- A = Achievement
- C = Connection to Others
- E = Enjoyment

Some activities will give you just one sense, while others may give you all 3. How does your balance look today?

You can use the ‘ACE’ approach as a way of checking in with the activity balance you have in your daily life. You may notice you are lacking in certain areas and you can adjust accordingly.

MOVING FORWARD

Over the past 10 days we have covered a number of areas relating to the prevention of Burnout and ways to recover if you are currently experiencing Burnout. In today's session we will take a look back at the key learnings from the program to ensure you are able to easily put into action all the techniques and practices I have shared with you.

1. Identify your Stressors: In our first session we identified the common thoughts, feelings, behaviours and physical changes that are indicative of burnout. We also identified the areas of our life that might be causing us the most stress. It would be a great idea to do this exercise at least once a month and consider ways you can make changes to the areas of your life that are depleting you.

2. Invest in Rest: take time each day to invest in active, intentional relaxation practice that will allow you to offset any stress you have accumulated from the day and boost your coping ability.

3. Prioritise Your Sleep: insufficient sleep and burnout go hand in hand. Developing a consistent pattern of deep restorative sleep is one of the very best ways you can help your body heal from burnout. If you feel like you would benefit from some extra help on improving your sleep, do check out my Sleep Smarter series on Grokker.

4. Slow Down: Recovery from burnout is a slow journey; not a quick dash to some imaginary finish line. You need time and space to recuperate, so don't rush through this process. Challenge yourself to slow down and move through your day with a sense of calm and focus.

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5. Establish Healthy Boundaries: Burnout often occurs when we hold insufficient personal or professional boundaries. We say yes to more than we can handle and then suffer the consequences. Having the confidence to be assertive takes practice, but developing this skill is an important part of managing the expectations and demands that others place on you.

6. Learn to Manage Worry: Overthinking and worry can become a key source of stress if we are not able to break these patterns of thought. Using the Worry Tree technique I showed you on day 7 is a really simple and effective way of differentiating between the worries we can deal with by problem solving and the kind of unhelpful hypothetical worries we want to let go of, by changing our focus of attention.

7. Build Mental Resilience: One of the best ways we can become more resilient is by learning to recognise when anxiety or negative self talk is kicking in, recognising that these thoughts are often not facts, and reminding ourselves of evidence of our coping ability.

8. Creating a More Balanced Life: Burnout happens when we are living life out of balance. When we are spending more time on activities that deplete us rather than those that nourish and energise us. Finding a way to bring more enjoyment and connection into our lives is an important part of recovering from burnout and preventing it.

MOVING FORWARD

And now we are on day 10. In our final exercise today I would like you to focus on visualising the most vibrant, healthy and confident version of you. Take some time to listen to my final guided audio and have a go at answering the questions below.

FINAL REFLECTION QUESTIONS

What changes will you be making moving forward to ensure your mental and physical health a priority?

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What is one activity you can do each day to relieve stress?

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What is one activity you can do each day that brings you joy?

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Well done for completing this series!

I hope that you will be able to take these key learnings for this 10 Day series and apply it to your daily life.

Feel free to review this book and repeat any of the exercises whenever you need a reminder of how to take better care of yourself in order to recover from or prevent Burnout from occurring.

If you have any questions, comments or feedback please send them to me via the Grokker comments section. I will do my best to reply.

Also take a look at my other mind series on Grokker for further guidance on managing stress, coping with anxiety and improving your sleep.

Thank you again and I wish you all the best.

Dr Catherine.

