

FROM BURNOUT TO BALANCE

A Self-Guided Workbook for Stress Relief & Well-Being

— DON SCHWEITZER, PHD —

QUICK RESET TOOLKIT



Emergency Stress Relief

Feeling Overwhelmed? Try this Quick Reset. Burnout recovery is not about avoiding stress completely, it's about learning how to reset quickly when stress arises. Use this Reset Toolkit anytime you feel overwhelmed.

3-Minute Breathwork Reset

BEST FOR: Quickly calming the nervous system and resetting focus.

- Inhale deeply through your nose for 4 seconds
- Hold your breath for 4 seconds
- Exhale slowly through your mouth for 4 seconds
- Repeat for 3 minutes

5-4-3-2-1 Grounding Exercise

BEST FOR: Reducing anxiety and bringing yourself back to the present moment.

- Name 5 things you can see
- Name 4 things you can feel
- Name 3 things you can hear
- Name 2 things you can smell
- Name 1 thing you can taste

DAILY LOG: TRACKING YOUR ENERGY

INSTRUCTIONS:

1) Using your journal or notebook, create a table (like the one below) to log your energy levels at four key points during the day. Do this for one week:

- **MORNING (UPON WAKING UP)**
- **MIDDAY (AROUND LUNCHTIME)**
- **AFTERNOON (MID TO LATE AFTERNOON SLUMP)**
- **EVENING (BEFORE BED)**

2) Rate your energy levels from 1 to 10, with:

- **1 =** Completely exhausted (struggling to function)
- **5 =** Neutral (getting through the day, but feeling sluggish)
- **10 =** Fully energized (feeling strong, alert, and focused)

3) Note any activities, stressors, or habits that might have influenced your energy at that time. Consider:

- How much sleep you got the night before
- Stressful tasks or interactions
- Meals, hydration, and caffeine consumption
- Physical movement (or lack of it)
- Moments of mindfulness, relaxation, or joy

Example: *Energy Tracking Log*

TIME	ENERGY (1-10)	WHAT INFLUENCED MY ENERGY? (1-10)
Morning	6	Slept 6 hours, hit snooze twice, skipped breakfast.
Midday	4	Long meeting drained me, barely had time for lunch.
Afternoon	3	Feeling foggy, staring at my screen, craving sugar.
Evening	7	Took a walk after work, cooked dinner, felt better.

JOURNALING PROMPT:

When do I feel most drained? What activities replenish me?

- At what times of the day do I feel my lowest energy levels?
- Are there specific activities, interactions, or habits that seem to drain me?
- What patterns do I notice between my energy levels and my daily habits?
- What activities help me recharge, even slightly?

Boundary-Setting Script Template

STEP 1: ACKNOWLEDGE THE SITUATION

(Briefly state the request, expectation, or issue.)

"I understand that this project is important, and I appreciate being considered for it."

STEP 2: CLEARLY STATE YOUR BOUNDARY

(Be direct about what you can or cannot do.)

"However, I currently have a full workload, and I won't be able to take this on right now."

STEP 3: OFFER AN ALTERNATIVE (optional)

(Only if you want to suggest a compromise.)

"If this is something that can wait until next month, I'd be happy to revisit it then."

STEP 4: END ON A RESPECTFUL NOTE

(Show appreciation while standing firm.)

"I want to ensure I give my best effort to my current commitments. Thanks for understanding!"



Example Scripts

PROFESSIONAL BOUNDARY: Declining Extra Work

"I appreciate the opportunity to take on this new project. However, my current workload is at full capacity, and I won't be able to commit to this right now. If you'd like, I can assist in finding another team member who might have availability."

PERSONAL BOUNDARY: Saying No to Social Plans

"I love spending time with you, but I need a quiet night to recharge. Let's plan for another time when I can be fully present and enjoy it."

EMOTIONAL BOUNDARY: Addressing Negative Behavior

"I value our friendship, but I've noticed that our conversations often turn negative, which affects my energy. I'd love for us to focus on more positive or productive discussions when we talk."