



# The Burnout Reset Checklist

A one-page guide that helps professionals quickly self-assess and reset using five categories:

## 1. **Recognize the Signs**

- Emotional exhaustion (irritability, numbness, “nothing feels exciting”).
- Cognitive fog (forgetfulness, poor concentration).
- Physical fatigue (you wake up tired).
- Cynicism or detachment (you stop caring about outcomes).
- Diminished performance (everything takes longer).

## 2. **Release the Guilt**

- Say aloud: “I am human, not a machine.”
- Remind yourself that everyone is collectively weary right now.
- Replace shame with curiosity: *What is my body trying to tell me?*

## 3. **Reset Your Rhythm**

- Take one true day off—no “catching up” or hidden productivity.
- Add 10–15 minutes of white space daily (no phone, no agenda).
- Step outside at least once during the workday to reset your nervous system.

## 4. **Reconnect to Support**

- Identify the most compassionate leader or colleague in your circle.
- Ask for a short conversation about how they manage pressure.
- Create an accountability partner for rest—someone who checks in on your wellbeing, not your output.

## 5. **Reclaim Your Energy with Intention**

- End each day by naming one thing that restored your energy.
- Schedule joy as deliberately as meetings.
- Celebrate micro-recoveries, not just vacations.

Keep a visible reminder that rest fuels results.