Burnout Recovery Plan

Understand the strain, protect capacity, and plan realistic recovery

What burnout can look like

Burnout can develop when demands repeatedly exceed recovery, control, support, or meaning. It may involve emotional or physical exhaustion, detachment, irritability, dread, reduced effectiveness, and needing longer to recover from ordinary demands.

Recovery usually requires more than coping harder. It may include reducing demands, restoring basic needs, increasing support, clarifying boundaries, and making longer-term changes.

What I am noticing

- [ ] I feel depleted before the day begins.
- [ ] I am more irritable, detached, or cynical.
- [ ] Tasks take longer or require more effort than before.
- [ ] Rest does not feel fully restorative.
- [ ] I have difficulty being present outside of responsibilities.
- [ ] I feel trapped, ineffective, or disconnected from meaning.

Where burnout is affecting me most:

Burnout intensity: 0 = manageable 10 = unable to keep functioning this way

Map Demands and Resources

Recovery begins with an honest picture of the load

What is draining capacity

Current demands, pressures, or unresolved problems:

Where I have too little control, clarity, or choice:

Where support, staffing, recognition, or connection is missing:

What still helps

People, activities, values, or conditions that restore some energy:

Stabilize the Basics

Protect the minimum conditions your body and mind require

Current foundations

- [ ] I am getting a realistic amount of sleep or rest.
- [ ] I am eating and hydrating consistently enough.
- [ ] I have some movement, daylight, or time outside.
- [ ] I have periods when I am not available to responsibilities.
- [ ] I have at least one supportive connection.
- [ ] I am attending to health symptoms and needed care.

The foundation that needs attention first:

One realistic change I can make this week:

What could interfere, and how will I respond?

Reduce and Renegotiate the Load

Identify what can stop, change, wait, or be shared

Sort the demands

What can stop or be declined?

What can be reduced, simplified, or done less often?

What can wait without serious harm?

What can be delegated, shared, or supported?

One conversation that may be needed

What request, boundary, or problem needs to be communicated?

Restore Recovery and Meaning

Add what replenishes instead of only subtracting demands

Plan different kinds of recovery

Physical recovery - sleep, movement, nourishment, or medical care:

Mental recovery - quiet, attention breaks, play, or reduced decisions:

Relational recovery - support, honesty, companionship, or solitude:

Meaning recovery - values, contribution, creativity, faith, or purpose:

Protect one recovery appointment

What will I do, and when will it happen?

My Burnout Recovery Plan

Choose changes that are small enough to begin and meaningful enough to matter

1 Reduce one demand

What will I stop, reduce, delay, or share?

2 Protect one foundation

What basic need will I protect this week?

3 Ask for support

Who will I contact, and what will I ask for?

4 Review the larger situation

What longer-term change or decision may need attention?

If exhaustion is severe, persistent, or accompanied by depression, hopelessness, physical symptoms, or impaired functioning, seek professional or medical support. This worksheet is educational and does not replace care.