Repeated Burnout Reset

A weekly worksheet for spotting overload early and making room before the next yes

Name: Week beginning:

Use this weekly, or whenever you notice yourself filling every gap. Keep answers short – this is a planning aid, not a test.

1. My early signs

I may be heading towards overload when I notice:

One small response I can try at that point:

2. What is already on my plate?

Current commitments (include work, home, care and recovery):

3. The pause before yes

Before I accept something new, I will ask myself:

- What will this take in time and attention?
- What would need to move or be shared?
- Is it mine, and does it need to happen now?

A phrase I can use: *"Let me check my commitments and get back to you."*

4. Empty my head and sort

Write the thought down, tick one option, then note the next step.

Thought:

☐ Do next ☐ Schedule ☐ Ask or share ☐ Not now Next step:

Thought:

☐ Do next ☐ Schedule ☐ Ask or share ☐ Not now Next step:

Thought:

☐ Do next ☐ Schedule ☐ Ask or share ☐ Not now Next step:

5. Plan a realistic week

Three priorities: 1. 2. 3.

One thing I will pause, decline, delegate or renegotiate:

Recovery time I will protect: Unscheduled space:

6. Check in next week

What drained me?

What helped?

What will I adjust?

If exhaustion or distress is persistent or affecting daily life, consider speaking to your GP or a qualified mental health professional. Workload pressures may also need practical support from others.

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