



# BURNOUT BREAKTHROUGH:

50 TIPS FOR RECLAIMING BALANCE AND  
BREAKING THROUGH BURNOUT - A  
GUIDE FOR HIGH-PERFORMING WOMEN



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# GREETINGS, I'M KAYLA!

I'm here to help you break through burnout and create the life of your personal and professional dreams. I understand the challenges of being a high-achieving woman who struggles to draw boundaries and can't seem to prioritize a well-rounded life.

My passion for preventing and recovering from burnout runs deep because it's a journey I've personally traveled. Life has thrown its fair share of challenges my way, but overcoming burnout was right up there with the most challenging battles I've fought. Now, I'm on a mission to empower women like you to find balance and fulfillment, and I'm here to make the process as smooth as possible.

This e-book breaks down some burnout basics and dives into 50 tips to transform your life. If you're craving more personalized guidance on your unique journey, let's chat about the possibility of working together! Your dreams are worth it, and I'm here to help you achieve them."

*Kayla*

LET'S DO THIS!





“BE MESSY  
AND  
COMPLICATED  
AND  
AFRAID  
AND  
SHOW UP  
ANYWAYS.”

— GLENNON DOYLE

# DEFINING BURNOUT:

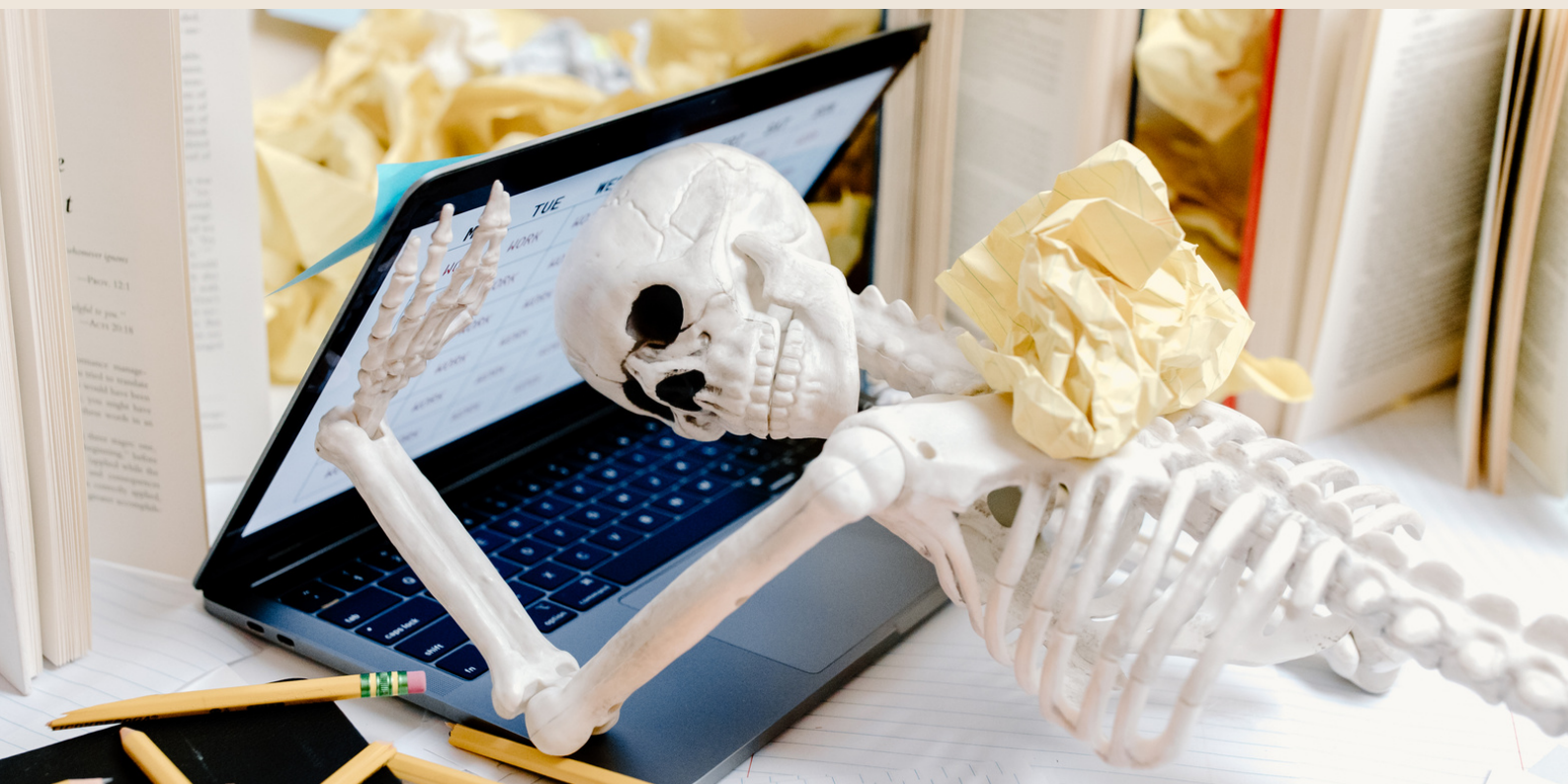
Burnout is...

**A syndrome conceptualized as resulting from chronic workplace stress that has not been successfully managed.**

Three dimensions characterize it:

- Emotional Exhaustion: feelings of energy depletion or exhaustion
- Depersonalization: increased mental distance from one's job, or feelings of negativism or cynicism related to one's job
- Reduced professional efficacy.

(World Health Organization, 2019)



# TYPES OF OCCUPATIONAL BURNOUT

## Overload Burnout

- Most common
- Highly dedicated, driven, perfectionistic
- Push themselves to an unsustainable pace
- High performers
- Overlook personal needs
- Risks well-being for goal achievement

## Under-Challenged Burnout

- Bored, lack of stimulation, lack of meaning in daily tasks
- No perceived opportunities to learn, grow, or advance
- Lose passion and become cynical and lethargic

## Neglect Burnout

- Feels helpless in the face of challenges
- Lacks structure, direction, support, or guidance
- Confused about how to meet expectations or unsure what the expectations even are



# BURNOUT STAGES:

LUCKILY, YOU CAN INTERVENE AT ANY STAGE



## THE HONEYMOON

You know that feeling when you start something new - job, project, company, etc. - and you feel like you are superhuman? This is where the burnout cycle starts. You feel energized, excited, creative, and productive. If you don't commit to balance at this stage, you are in trouble. You might overcommit, set unrealistic expectations of yourself, and get into unhealthy routines without even realizing it.



## ONSET OF STRESS

Uh oh. The honeymoon phase didn't last. The rose-colored glasses are off, and now you are dealing with the consequences of poorly balanced routines and overcommitting. Your productivity dips, you struggle to prioritize your personal needs, you become more irritable, and your sleep starts to suffer.



## CHRONIC STRESS

If you aren't able to make changes at the onset of stress to manage it more effectively, it becomes chronic. Your irritability increases, apathy and/or resentment set in, exhaustion becomes chronic, and your physical health begins to suffer.



## BURNOUT

The build-up of stress and personal neglect has taken its toll, and it's not pretty. Personal relationships begin to suffer, you become preoccupied with your stressors, mental/emotional/physical exhaustion peaks, adverse health impacts on the cardiovascular and digestive systems intensify, and you may begin leaning on escapism or drug/alcohol consumption.



## CHRONIC BURNOUT

This happens when, despite the negative impacts on your life, sufficient change hasn't been made to manage the stress and improve your life situation. Clinical depression and anxiety can manifest. You become socially isolated. Chronic pain and emotional exhaustion take hold, and substance use disorders can develop in an attempt to cope.





# 50 Tips for Reclaiming Balance and Breaking Through Burnout

*LET'S DO THIS!*





# PHYSICAL WELLBEING



## **PRIORITIZE SLEEP**

Aim for 7-9 hours of quality sleep each night. Create a bedtime routine that includes relaxation techniques such as meditation or gentle stretching before bed. Lack of quality sleep increases the negative impact of stress and increases stress levels, leading to more severe consequences even faster.



## **NOURISH YOUR BODY**

Eat a balanced diet rich in whole foods, fruits, and vegetables. Stay hydrated and reduce your intake of caffeine and processed sugars. I know, I know - this is so much easier said than done, especially when you are busy and tired, but it really does help!



## **MOVE MINDFULLY**

Incorporate regular physical activity into your routine, whether it's yoga, dancing, or walking in nature. Physical activity is the single most effective way to manage stress at the physical level. Choose activities that bring you joy. Move in ways that are fun and feel good for you. Just make sure you make time to move.



## **BREATHING BREAKS**

Take short breaks throughout the day to practice deep breathing exercises. Inhale for a count of four, hold for four, and exhale for eight. This calms your nervous system and increases focus. Breathing slowly and deeply signals to your body that it is safe and allows it to stop producing cortisol and adrenaline.



## **DIGITAL DETOX**

Designate tech-free hours to disconnect from screens and the constant stream of information. Use this time for self-reflection or creative pursuits. Constantly being bombarded with notifications and blue light from devices contributes to stress. Taking time away gives you a chance to reset.

# EMOTIONAL WELLBEING



## **EMBRACE SELF-COMPASSION**

Treat yourself with the same kindness you would offer a beloved friend. Challenge your inner critic and practice self-compassion daily. Learning to be loving and gentle with yourself is one of the non-negotiables in creating a life that is more balanced and less stressful.



## **SET BOUNDARIES**

Learn to say "no" when necessary to protect your time and energy. Communicate your boundaries to colleagues and loved ones with confidence and clarity. Know when to push back and draw the line. This can be especially hard to implement, but it allows your relationships to flourish in the long run.



## **JOURNALING**

Write down your thoughts and emotions daily. This can help you process your feelings, gain insight into recurring stressors, and identify beliefs contributing to unhealthy or unsustainable behavior patterns. If you don't know where to start, use a journaling prompt or sentence starter!



## **MINDFUL MOMENTS**

Incorporate mindfulness into your day by pausing for a few minutes to become present. Observe your thoughts and feelings without judgment. Take note of your environment. You can even take a mindful walk or eat a snack mindfully. The point is to bring your full attention to what is currently unfolding within and around you.



## **SEEK SUPPORT**

Reach out to a coach, therapist, counselor, or support group when needed. Sharing your feelings and experiences with others can be incredibly healing. We aren't meant to go through this alone. Having the support of peers or professionals who aren't part of your day-to-day life can be a game changer in moving through blocks.



# MENTAL WELL-BEING



## **PRIORITIZE TASKS**

Learning to prioritize is key. You can't do it all, but you can make sure you do the most important things. Use the Eisenhower Matrix to categorize tasks as urgent/important, important/not urgent, urgent/not important, or not urgent/not important. Focus on the important tasks and deprioritize the things that seem urgent but are not important.



## **GOAL SETTING**

Set clear, achievable goals that relate to your values and priorities in life right now. SMART goals are a great way to achieve results in a balanced way. Break goals down into small steps and celebrate your progress every step of the way. Tell someone about your goals - it helps with accountability!



## **TIME & ENERGY MANAGEMENT**

Take inventory of your natural energy cycles and plan your days, weeks, and months around your untamed energy ebbs and flows. Plan activities that restore and energize you daily. I like time-blocking in my calendar for time management, but there are many strategies out there. Find what works for you.



## **DECLUTTER YOUR SPACE**

Cluttered home and work spaces increase stress levels and make focusing and staying on task harder. A clutter-free environment can lead to a clutter-free mind. Regularly declutter your workspace and living space. Setting aside a little time each day for this can help keep things from getting out of control.



## **CONTINUOUS LEARNING**

Cultivate a growth mindset by seeking opportunities for learning and personal development. This can boost your confidence and sense of accomplishment. I listen to audiobooks and podcasts instead of music a few days of the week when I'm driving. There are lots of ways you can integrate micro-learning opportunities into your day.



# SPIRITUAL WELL-BEING



## **CONNECT WITH NATURE**

Spend time in nature to rekindle your connection with the world around you. Practice grounding exercises like barefoot walking. Watch the sun set or rise. Have a picnic lunch or dinner in the park or backyard. Go hiking on the weekend. Spend time playing with your children (or your friends' children) outside. Being outside lowers stress and connects you with something larger than yourself.



## **MEDITATION PRACTICE**

Develop a meditation routine to connect with your inner self. Explore different meditation styles, such as mindfulness, loving-kindness, or transcendental meditation. Meditation lowers cortisol levels and helps you heal your inner world. It has also been shown to increase focus and productivity.



## **GRATITUDE JOURNAL**

Start and end your day by writing down three things you're grateful for. This practice shifts your focus toward the things that are going right and are worthy of appreciation. We often take for granted the things in our lives that are beautiful. Practicing gratitude brings our attention back to where our lives are full.



## **MINDFUL EATING**

No electronics. No working while you scarf down a bag of chips. Make an event of eating. Slow down and savor each bite during meals, paying attention to taste, texture, and aroma. This helps you develop a deeper connection with your food. Food is meant to nourish you and fill you with delight, but we so often miss this in the busyness.



## **CREATIVE EXPRESSION**

Engage in creative activities like art, writing, or music to tap into your inner creativity and soulful expression. Engaging in creative endeavors lowers stress levels and gives you an opportunity to play and experiment. My personal go-tos are writing poetry, making jewelry, coloring, or drawing with oil pastels.



# INTERPERSONAL WELL-BEING



## **NURTURE RELATIONSHIPS**

Dedicate time to nurturing your relationships with loved ones. Quality connections are vital for your well-being overall. We are social creatures and require time with others that is authentic, deep, and meaningful. Spending time with loved ones reduces stress when the relationships are healthy and appropriately boundaried.



## **ACTIVE LISTENING**

Practice active listening when engaging in conversations. Truly hearing others can deepen your relationships and reduce misunderstandings. When we listen actively, we listen to hear and understand rather than respond. This creates trust, safety, and openness.



## **CONFLICT RESOLUTION**

Learn effective conflict resolution techniques to address issues in a healthy and constructive manner. Conflict is healthy when we engage in it healthily. There are things we learn through conflict that we cannot learn any other way. It's important to maintain mutual respect and empathy in resolving conflict.



## **DELEGATE RESPONSIBILITIES**

At work and home, delegate tasks to lighten your load. Trust others to contribute and share responsibilities. Delegating empowers those around us and show them that we trust them and see them as team members. When we try to do it all on our own, we disempower those around us and stress ourselves out.



## **SOCIAL SUPPORT NETWORK**

Build a solid social support network of friends and colleagues who understand your professional and personal challenges. It's essential to be intentional and authentic in building your network. You want it to be filled with people you trust and can be yourself around.

# CAREER AND LIFE BALANCE



## SET REALISTIC EXPECTATIONS

Acknowledge that perfection is unattainable. Strive for excellence, but not at the cost of your well-being. Letting go of perfectionism can be challenging for some of us. I know it was for me. Some things that helped me were inner child work and shadow work. These allowed me to tap into the source of the wounds that led to perfectionism in the first place,



## REVIEW YOUR VALUES

Align your career choices and life decisions with your core values. This can lead to a greater sense of purpose and meaning in life. Doing a values check every so often can help you stay on track and create a meaningful life. When our actions don't align with our values, life becomes discouraging.



## TIME OFF

Utilize your vacation days and personal time to rest, play, and recharge. Disconnect completely during these breaks. I integrate regular time away from work into my life planning. It's important to be preventative in your time off rather than reactive. If you are burned out on vacation, you aren't going to enjoy it as much, and the stress will be waiting for you when you return.



## HOBBIES AND PASSIONS

Dedicate time to hobbies and passions outside of work to foster a sense of fulfillment and joy. Doing things you love outside of work isn't just for fun; it also reminds you of who you are outside of work. It helps you expand your sense of identity and remember that you are unique and worthy as a person. No hobbies? Think about what you enjoy and what interests you. It might take some trial and error!



## CAREER EVALUATION

Periodically assess your career goals and consider whether adjustments are needed to align with your evolving values, goals, and aspirations. Too often, we stay on the same path because we are already on it, even when it has stopped serving us. Intentionally evaluating your situation can help you make changes to live a fulfilling life.



# HOLISTIC SELF-CARE



## **AROMATHERAPY**

Use essential oils to create a calming atmosphere at home and work. Lavender, chamomile, and eucalyptus are known for their soothing properties. You can use essential oils in diffusers or mix them with an oil base and create blends to apply directly to the skin. Be mindful of allergies, the quality of the oils, and pet safety.



## **VISUALIZE IT**

Practice visualization techniques to manifest your desires and reduce anxiety. Create a vision board to represent your goals. If you don't have clarity on what you want and can't see it, it's tough to get there. Creating a vision board or spending time imagining where you want to be can help!



## **HEAL YOUR INNER CHILD**

Doing inner child work might be the missing key to healing your life and finding more balance. The wounds we receive in childhood stay with us in adulthood. Each of us was once a young and vulnerable child who needed love, safety, belonging, and protection. Connecting with and healing that part of ourselves is incredibly powerful.



## **MAKE SPACE FOR PLAY**

What if you tried to have more fun? Too often, we deprioritize fun and play in adulthood, which is an absolute shame. We need to play just like children do. So, find something you can do that will make you smile and laugh like you did when you were little, and do it!



## **BLUE MIND**

There is evidence that being in, near, or around bodies of water positively impacts the majority of people and has naturally calming effects on the body and mind. This could be taking a walk on the beach, going for a swim, looking at a pond, or even taking a bath. Give it a try!



# SELF-REFLECTION AND GROWTH



## **DREAM ANALYSIS**

Explore the insights of Jungian dream analysis to gain a deeper understanding of your unconscious mind. Our dreams offer us insight into our deep inner world and when we intentionally work with dreams, we allow space for integrating the symbols, patterns, and wisdom of the unconscious into our daily lives.



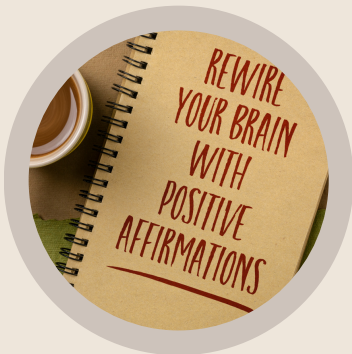
## **SHADOW WORK**

Delve into your shadow self to confront and integrate suppressed emotions and aspects of your personality. An excellent place to start is exploring your triggers and your projections. These give clues that lead you to the places within yourself that are unhealed and suppressed.



## **MINDFUL RETREATS**

Attend mindfulness or self-discovery retreats to deepen your connection with yourself and others. If you want to deepen your mindfulness practice, retreats can allow you to step away from your day-to-day life and be intentional with your time and surroundings while you practice. Many are offered at reasonable prices.



## **AFFIRMATIONS**

Develop positive affirmations that counter self-doubt and reinforce your self-worth. Rewiring the brain takes time, and many of us have pathways of negative thoughts that we play on repeat. Having positive affirmations that we can replace these with helps us create new neural pathways in the brain more easily.



## **HOLISTIC LIFE ASSESSMENT**

Periodically assess your life from a holistic perspective, examining areas that require more attention and balance. A great way to do this is to use a wheel or pie image and fill in the slices with different areas of your life. Note where your time and energy are going. Note what areas of life you are neglecting.





# ENVIRONMENTAL WELLNESS



## **SUSTAINABLE LIVING**

Make eco-friendly choices in your daily life, such as reducing waste and conserving resources. Making conscious purchasing decisions, recycling, growing your food, and other eco-conscious activities help you connect with the planet's well-being as you connect with your own. This reminds us of the interconnectedness of our existence.



## **REDUCE TOXINS**

Minimize exposure to environmental toxins by using natural cleaning products, choosing organic foods, and selecting skincare and hygiene products that aren't filled with harmful ingredients. The YUKA app is great for assessing the safety of food and body products.



## **NATURAL LIGHT**

Maximize your exposure to natural light, which can positively impact your mood and overall well-being. Natural light helps us produce Vitamin D and supports healthy circadian rhythms, allowing us to sleep better. So, step outside and soak up some sunshine whenever you can. Walking in the morning is a great way to get exercise and natural light.



## **INDOOR PLANTS**

Bring the healing energy of nature indoors by incorporating plants into your living and working spaces. Indoor plants purify the air, reduce stress, increase cognitive health, and improve overall well-being. If you don't have a green thumb, spider plants and snake plants are good starter plants that are resilient!



## **HOLISTIC HOME DESIGN**

Create a harmonious home environment that supports relaxation and rejuvenation through thoughtful design choices. Our environment for living and working matters. Decorate in ways that make you feel good and minimize unnecessary clutter. Artwork on the walls is a great way to add some life to your space.

# FINANCIAL WELLNESS



## FINANCIAL PLANNING

Create a budget and plan for your financial future. It may be helpful to seek the guidance of a financial advisor to create a holistic financial plan that aligns with your long-term goals and values. Prioritize budgeting in things that matter and eliminate expenses that contribute to stress and unnecessary clutter.



## SAVINGS AND INVESTMENTS

Allocate a portion of your income to savings and investments, allowing your money to work for you. Prioritize saving and investing now, and your future self will thank you! I have an auto-deposit setting for my bank that moves a percentage of any deposit over a set amount into my savings account.



## MINDFUL SPENDING

Practice conscious spending by evaluating your purchases in alignment with your values and needs. In our world of convenience and instant gratification, it can be incredibly easy to spend money on things that don't enhance our lives. Rather than making purchases from unconscious habits and patterns, check in with yourself and make sure the purchase aligns with the life you are creating.



## GENEROSITY

Embrace giving back to your community or a cause that resonates with you. Generosity can bring a sense of fulfillment and enhance well-being while connecting you with your community. Volunteering some of your time to a cause that matters to you is a great way to get the benefits of generosity and improve your community at the same time.



## ABUNDANCE MINDSET

Shift your mindset from scarcity to abundance. Believe in your ability to attract prosperity in all aspects of your life. When we function from "not enough," we feel there isn't enough time, money, energy, or resources. It keeps us stuck, scared, and striving when we interact with the world from scarcity. Believe in abundance and create it in your life.



# YOUR NOTES:

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Implementing these 50 holistic tips for combating burnout will empower you to reclaim balance and rediscover your inner strength. Remember that self-care is an ongoing journey, and it's essential to prioritize your well-being in all its dimensions—physical, emotional, mental, spiritual, and beyond. By integrating these practices into your life, you'll not only recover from burnout but also embark on a transformative journey toward a more fulfilling and harmonious existence.

*enjoy the process*





# BENEFITS OF WORKING WITH ME

Creating lasting change in our lives is easier said than done. Deep healing often unfolds in the context of a supportive professional relationship. Here are a few of the benefits of working with me on your journey:

- Support
- Collaboration
- Accountability
- Proven and defined strategies
- Safe and healing environment
- Achieve lasting behavioral change
- Avoid common pitfalls



## MY MISSION

As someone who has been through burnout, healed, and created a life of passion, purpose, and nourishment, my mission is to support and empower other women on this journey.

The challenges women face are different than those of men. We've been culturally conditioned to deprioritize ourselves and stay small, but we are meant for more.

With a wealth of knowledge amassed through seven years of higher education, hands-on mental health training, and my own personal journey, I'm equipped to guide you. Together, we'll take charge of your life, recover your energy, reclaim your time, and reignite your passion using evidence-based practices.

The life you deserve is within your grasp, and I'm here to help you reach it.



# HERE ARE 4 WAYS WE CAN DO THIS TOGETHER!

- **Follow me** on social media and join a community of women taking back their time, lives, and passions. I post free tips, information, masterclasses, and glimpses into my life on TikTok, Facebook, and Instagram.
- **Burnout First Aid:** Enroll for two transformational coaching sessions when you need quick and immediate support with your current stress levels.
- **Burnout Breakthrough Basics:** Enroll in five coaching sessions to identify your stressors and create an action plan for burnout recovery.
- **Burnout to Balance:** Enroll in a comprehensive 12-week program designed to cultivate a life of balance, joy, passion, and fulfillment. The program includes 13 coaching sessions, 12 weeks of learning content, and experiential activities to maximize your transformation.

Schedule your free call to discuss the right option for you [here](#).



# TESTIMONIALS

"I REALLY APPRECIATED HOW KAYLA TAILORED THE COACHING SESSIONS TO MY LIFE EXPERIENCES AND THE GOALS I WANTED TO WORK THROUGH. AFTER MY SESSIONS, I FELT EMPOWERED AND WAS GIVEN THE TOOLS TO SUPPORT MY JOURNEY. I HIGHLY RECOMMEND CHECKING OUT WHAT KAYLA HAS TO OFFER THROUGH HER COURSES. THE COACHING SESSIONS WILL CHANGE YOUR LIFE FOR THE BETTER!"

-AUTUMN W.

"I TRULY ENJOYED MY COACHING SESSIONS WITH KAYLA. KAYLA IS WARM, INTUITIVE, AND PREPARED. SHE HAS A CALMING NATURE AND WAS SKILLFULLY ABLE TO CREATE A PLAN PERSONALIZED TO MY NEEDS AND DISPOSITION. I FELT HEARD AND EMPOWERED AFTER EACH SESSION. I LEAVE THE COACHING EXPERIENCE WITH TANGIBLE SKILLS THAT I CONTINUE TO USE IN MY PERSONAL AND PROFESSIONAL LIFE. AFTER WORKING WITH KAYLA, I CANNOT THINK OF ANYONE MORE QUALIFIED TO CONDUCT THIS SERVICE."

-ELLIE H.

# THANK YOU FOR READING!



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