



**AVOID**  
INEVITABLE  
**BUSINESS BURNOUT**

IDEA GENERATOR



# Avoid Inevitable Business Burnout

How to reduce stress and end  
burnout in your business life

# Remove the Rushing



Start by taking 15-30 minutes to plan out your day.

- Check your To-Do list.
- Determine your priorities.
- Turn on any productivity apps you use.
- Clean up your desktop.
- Close unnecessary browser tabs. ( if you have left them open)

# Remove Clutter and Distractions

Get into the habit of cleaning off your desk at night or first thing in the morning before you begin working.

Donate or throw away items in your home office or on your desktop that aren't useful or inspiring.

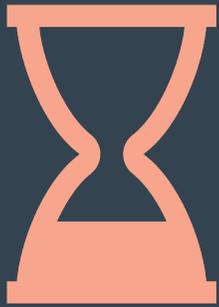
Donate or throw away any office supplies, items, or books that you haven't used in last 6 months.

# Clean Your Browser

- ❖ Delete all those bookmarks that no longer serve a purpose.
- ❖ Create more appropriate folders if necessary.
- ❖ Remove any extensions and apps that you no longer use as they are only slowing your computer down.



# Plan for the Unexpected

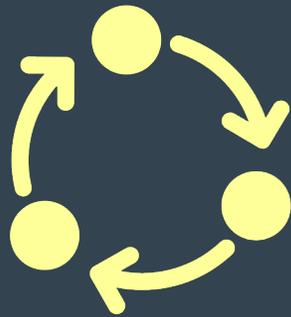


Leave yourself some unscheduled time for the unexpected things that may drop into your day.

- ✓ Talking to a client or contact that runs past what you expected.
- ✓ Project that's taking longer than expected.
- ✓ Picking your sick child up from school

# Schedule in your Social Life

It's important to find a balance in everything you do, including your social life.



- Volunteer for a cause that touches your heart
- Take those lessons you've been thinking about
- Make time for coffee with your friend once a week

# Remove Productivity Potholes

Start tracking where you spend your time for a week.  
Do you see any productivity potholes where you are  
losing productivity?



Is there any pay-off to time that's lost?

Is there a fix you can apply? (ex, outsourcing, dropping task,  
changing time of day to do it)

# What Energizes You?

Think about the favorite aspects of your business you enjoy doing.



Once you've identified those areas,  
get rid of the rest by outsourcing or delegating.  
Spend more time on the parts of your business that you love.



# Time Off Is A Must

Start scheduling breaks and down time into each day.

Decide what break schedule works best for you. (ex. long 3-week vacation or three separate weeks off)



Often entrepreneurs will overlook the importance of taking vacations and breaks. Keep in mind that to perform at peak level you must take care of yourself which includes taking some time off.

# Avoid Over-Committing



Do not commit to a timeframe if you know it will involve staying up all night for a week in order to deliver by that date.

Be realistic and decide how long a project will take and then add at least an extra day (more if it's a big project or multiple team members are involved)



Don't take on anything that may cut into your non-negotiable self-care time. Look for other alternative options to suggest or utilize your team's talents to help.

# Find A Coach!



Everyone should have their own coach or coaches to help you with self-assessment. Great coaches can help you see your own blind spots and be an accountability partner for you.



# Daily Journal

This journal may consist of nothing more than opening a Word file and adding to it every day.



- Open your journal or journal file every morning, and date it.
- Jot down notes or even quick bullet points of key things you did or didn't do that day.
- Record useful URLs and list helpful resource people.

It will amaze you how handy your journal can be when reviewing at the end of the month.