



AVOID INEVITABLE **BUSINESS BURNOUT**

W O R K B O O K

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Avoid Inevitable Business Burnout

This workbook, used with the Textbook and the other materials provided, will walk you through how to show signs of Business Burnout and ways to knock it out before it knocks you out.

Use the lines and open spaces to document your responses.

You may not need a checklist to identify you are already burned out, however this is so important, we encourage you to review this workbook to see your business overall layers of stress.

The symptoms can help you identify and solve them down the road.

As you review the list, mark in the box any symptoms apply to you:

- ☐ Work long hours without satisfaction
- ☐ Frustrated that the 'little' tasks drain you
- ☐ Procrastinate and avoid projects
- ☐ Angry with yourself for feeling like you are spinning your wheels
- ☐ Feel overwhelmed
- ☐ Do not look forward to coming to work (or sit down at your computer)
- ☐ A decline in self-worth and self-esteem
- ☐ Resent clients and customers
- ☐ Feel hopeless

Add specific problems you have identified—ones that are stopping you from enjoying your business or functioning at optimal level.

Identify your most urgent, frustrating or ineffective problem right now.

- Can't face clients
- Insomnia
- Sleeping too much
- Lack of motivation
- Procrastination
- Depression
- Can't face clients
- Other_____

Which problems are impacting you the most?

Identify the cause of your blocks

What is taking the joy and energy out of your business/life?

Why do you think this is?

What has caused you to lose motivation and desire?

What will happen if you do not take care of the issue.

Do you speak negativity over yourself? What are you saying to yourself?

Evaluate your lifestyle and schedule. How can you reduce negativity?

What activities can you do every day to increase physical motion?

How much time do you need to allow each day for meditation?

To increase my drive and overall well-being, how much time do I need to care for my needs that I am currently not doing?

What types of places and events can increase my socialization?

List tasks you put off – what do I procrastinate the most?

List tasks frustrate you the most. Things that take much longer to do than it really should take.

Which tasks are you willing to get help with?

Check all that apply:

- ☐ Customer service
- ☐ Bookkeeping and accounting
- ☐ Technical and technological aspects of your business
- ☐ Graphic design
- ☐ Website creation
- ☐ Website maintenance
- ☐ Social media management
- ☐ Affiliate management
- ☐ Other _____
- ☐ _____
- ☐ _____

Tasks to automate:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Tasks to delegate:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Tasks to outsource:

- ☐ _____

UNSHAKEABLE CREDIBILITY

- _____
- _____
- _____

Tasks to dump altogether:

- _____
- _____
- _____
- _____

List duties and tasks that take me too long to do.

Determine if you want to handle your social media interaction 100% or will you delegate some of it to someone else to handle. What would you to outsource, when it comes to social media?

- ☐ Infographics
- ☐ Image quotes
- ☐ Facebook ads
- ☐ Blog posts
- ☐ Reminders and announcements

What areas of your business absolutely needs you to personally manage?

Determine the items you want to keep (HINT: This should be the things you enjoy the most and find it satisfying.

Review areas needing addressed

Which toxic relationships do you need to eliminate?

☐ Toxic relationships to end:

- ☐ _____
- ☐ _____
- ☐ _____

Who would you like to replace these relationships with?

☐ Positive people I prefer to spend time with:

- ☐ _____
- ☐ _____
- ☐ _____

What or who do you need to say a firm "NO" to?

☐ Circumstances that require me to easily say NO!:

- ☐ _____
- ☐ _____
- ☐ _____

Re-assess how many hours you want to work:

Per week?

Per day?

How many weeks do you plan to work per year?

How many weeks do you need for vacation?

Review your ideal client avatar. Does that align with what I need to do to reach my needs and goals?

How much do you want to earn per year?

Consider raising your prices. Follow the guidelines you did in the Textbook.

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