



AVOID INEVITABLE **BUSINESS BURNOUT**

C H E C K L I S T

Burnout Warning Signs

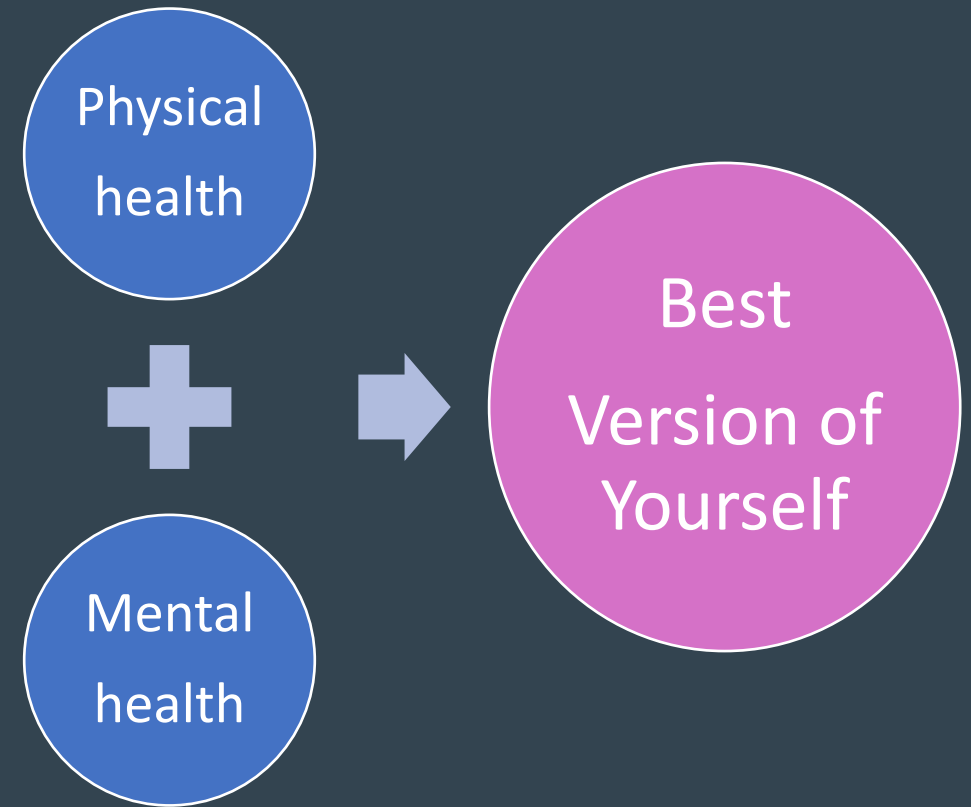


- Physical & emotional exhaustion
- Feeling hopeless & overwhelmed
- Resentful of clients & customers
- Procrastinating / avoidance behaviors
- Frustration with your inability to accomplish tasks that were once easy
- Feeling angry with yourself at not accomplishing more

Burnout & Depression

Burnout and depression are closely related.

It is important to put both your **physical** and **mental health** at the top of your priority list.



Burnout & Depression Symptoms

Negative thinking / negative self-talk

Feeling guilty

Inability to shut your mind off

Constantly comparing your work to others



Schedule Self-Time



Set a plan in action to begin scheduling
non-negotiable appointments with
yourself for much needed self-care time.

Self-Care Activities

Physical Exercise

Social time to spend with others

Schedule time for meditation and relaxation

Develop Daily Self-Care Routine

Pedicures and manicures with daily skin care routine

Schedule regular hair appointments at your favorite salon.

Get massages and keep doctor appointments.

Eat healthier and take daily vitamins.

Taking regular vacations or just a day to recharge and get away from work.

Spend time reading

Surround Yourself with Positive People

That make you feel happy-

That make you feel good about
yourself and encourage you-



That are role models-

Procrastination

Decide which tasks you can outsource or delegate. Some tasks you can outsource are:

Work

- Accounting
- Technical Support
- Customer Service
- Website & Social Media Maintenance

Personal

- Household Chores
- Grocery Shopping
- Bill Paying

Protect Yourself from Toxic People

- You're not obligated to give explanations for a "no" answer.
- End phone calls that feel damaging to your well-being.
- Stand firm if repeatedly harassed after you've said "no" to someone. Do not let them guilt you into changing your mind.
- Walk away from any negativity.




Is Your Clientele Adding to Your Burnout?



- Review your branding to see what type of clients you may be attracting.
- Check to see if your prices need updated and increased.
- Eliminate any packages that no longer reflect your clientele's expectations or image you want to project.

Stay Excited

Decide that you are ready to make the
necessary changes both
personally and **professionally** 
to ensure that you stay excited about the
work you are doing!