

Personal Burnout-Prevention Plan

Ask participants to complete five statements:

1. **My earliest warning sign is:**

2. **One boundary I need to strengthen is:**

3. **One recovery activity I will protect is:**

4. **One workplace support I will request is:**

5. **The person who can help me remain accountable is:** _____

Participants may share one item with a partner or the group, if they choose.

Nia Case Study

Ten minutes to discuss:

1. What warning signs do you notice?
2. What is within Nia's direct control?
3. What could Nia influence through conversation or advocacy?
4. What requires action from her supervisor or organization?
5. What could Nia do before the end of today?
6. What longer-term workplace change would help?

Activity: Personal Warning-Sign Scan

This worksheet is divided into four areas. Privately circle two signs you have noticed recently.

My warning signs

Body

- Headaches or muscle tension
- Trouble sleeping
- Changes in appetite
- Feeling tired before the workday begins

Thoughts and emotions

- Irritability
- Feeling helpless
- Dreading client calls
- Difficulty concentrating

Work habits

- Working through lunch
- Checking messages during personal time
- Procrastinating on difficult cases
- Making more mistakes
- Avoiding coworkers or clients

Personal life

- Giving up hobbies
- Canceling plans
- Having little patience at home
- Feeling unable to disconnect from work

Reflection prompt

“What does your body, attitude, or behavior usually tell you before you admit that you are overwhelmed?”

One Commitment for Next Week

One thing I will do differently next week is...

Write it down. Share it if you choose.

You can care deeply without carrying every outcome alone.