



Banish Burnout

Ten top tips

Tip	Activity	Completed (✓)
1	BREATHE - 90 Second Breathing Technique - 4x Per Day	
2	RITUALISE RENEWAL - Plan your breaks during the day - at least 4 short renewal breaks and lunch away from your desk. Your ultradian rhythm and mental clarity is reset for greater performance and energy after every break you take.	
3	SWITCH OFF - If overwhelmed, avoid becoming a slave to technology. Switch off email or devices for at least an hour a day to focus fully on a task. Avoid 'after hours' temptation of responding to email during relaxation time or immediately prior bedtime.	
Tip	Activity	Completed (✓)
4	EXERCISE - embark on an exercise plan - Briskly walk, run, swim or bike ride for 20mins x 3 per week, with aim to reach 5x per week within 3 months from embarking on the process.	
5	SLEEP - Prepare for sleep with a brain 'cool down' 60 minutes before bed - a guided, audio deep relaxation is ideal. Prior to bedtime, Avoid laptop, TV, iPad, phone and electronic screens, as these stimulate our mind into wakefulness.	
6	DIET - to stave of temptation of sugar and snack cravings under stress, eat a healthy, low GI breakfast with vegetables and/or protein (eggs). Choose nuts, fruit or low fat yogurt instead of processed chips, sugary snacks and unhealthy party foods.	
Tip	Activity	Completed (✓)
7	POSITIVITY - Make a conscious effort to list 3 positive things you did or experienced during the day. Cultivating appreciation leads to a higher reservoir of positive emotions during times of uncertainty.	
8	REFLECT - Be Realistic and accepting of yourself - Trying to please everyone can drive anxiety and stressful 'self talk' or emotion. Accept the small imperfections. Be kind to yourself, have realistic expectations of what you can achieve in the time available to you.	
9	FOCUSED SPRINTS - working in uninterrupted 90 minute sprints helps complete detailed and intensely mentally taxing tasks twice as quickly as multi-tasking!	
10	REFRESH- Find rewarding renewal at least once per day (listen to joyful music, savour a coffee or tea, walk outside, find an enjoyable activity to recuperate your energy.	