YOUR PERSONAL ACTION BOOK

The Burnout Recovery Plan

Climb out of burnout and rebuild a life that isn't all work.

Generated Jul 21, 2026 · 90-day horizon

THE BIG PICTURE

Your 90 days at a glance

Every goal and its checkpoints on one timeline — so you can see how the next 90 days fit together, not as separate plans.

DAY 30

Health. Kept a daily 10-minute decompress ritual for two weeks

Mind. Kept a daily 10-minute decompress ritual for two weeks

Family. Held a daily phone-free family window for two weeks straight

DAY 60

Health. Held one screen-free evening every week for a month

Mind. Said no to or removed at least one commitment

Family. Kept a clear work-to-home transition every day for two weeks

DAY 90

Health. Notice a calmer baseline on most days

Mind. Noticeably calmer on most days

Family. Run a weekly family ritual that everyone shows up for

> MID-POINT CHECK-IN · AROUND DAY 45
>
> Halfway through, take five minutes and answer these honestly:
>
> 1. **What's actually working?** Do more of it.
> 2. **What's not?** Shrink it until it's easy, or drop it.
> 3. **What's the one thing** you'll fix for the second half?

HEALTH

Lower the baseline stress load

Build daily recovery so stress stops leaking into sleep, food, and mood.

THE CHALLENGE

Stress is wrecking my health

WHY IT MATTERS

Chronic stress quietly taxes everything — small recovery habits pay it back.

HOW THE PLAN UNFOLDS

Week 1	Do your first actions and start your keystone habits. The only goal this week is to begin.
Weeks 2–4	Make the routine automatic and repeatable, working toward: Kept a daily 10-minute decompress ritual for two weeks.
Month 2–3	Turn the routine into a result you can point to, working toward: Notice a calmer baseline on most days.

MILESTONES

- DAY 30 — Kept a daily 10-minute decompress ritual for two weeks
- DAY 60 — Held one screen-free evening every week for a month
- DAY 90 — Notice a calmer baseline on most days

KEYSTONE HABITS

Daily decompress

When I close my laptop for the day, I will do my 10-minute decompress ritual.

Breathing reset

When I feel my chest tighten, I will take five slow breaths.

YOUR FIRST ACTIONS

- [ ] **Define a shutdown ritual**
  A short fixed sequence that tells your brain the workday is over.
- [ ] **Schedule one rest block**
  Protect a recurring window that's purely for recovery, not errands.

- [ ] **Swap one stress-eat trigger**
  Pick your most common trigger and pre-decide a better response.

TRACK IT · FIRST TWO WEEKS

Check a box each day you do the habit. Copy it for the weeks after.

Daily decompress

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Breathing reset

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IF-THEN PLAN

When I keep checking work**, then** I move my phone to another room for the rest block.

When I reach for a stress snack**, then** I drink water and wait 10 minutes first.

When rest feels unproductive**, then** I remind myself recovery is what makes the work possible.

MIND

Lower the daily stress load

Build small recovery rituals so stress stops running the day.

THE CHALLENGE

Constantly stressed and overwhelmed

WHY IT MATTERS

A calmer baseline makes every decision and relationship easier.

HOW THE PLAN UNFOLDS

Week 1	Do your first actions and start your keystone habits. The only goal this week is to begin.
Weeks 2–4	Make the routine automatic and repeatable, working toward: Kept a daily 10-minute decompress ritual for two weeks.
Month 2–3	Turn the routine into a result you can point to, working toward: Noticeably calmer on most days.

MILESTONES

- DAY 30 — Kept a daily 10-minute decompress ritual for two weeks
- DAY 60 — Said no to or removed at least one commitment
- DAY 90 — Noticeably calmer on most days

KEYSTONE HABITS

Daily decompress

When I close my laptop for the day, I will take 10 minutes to decompress.

Breathing reset

When I feel my chest tighten, I will take five slow breaths.

YOUR FIRST ACTIONS

- [ ] **Pick a shutdown ritual**
  Choose a short fixed sequence that signals the workday is over.
- [ ] **Audit your commitments**
  List everything you've said yes to and pick one to drop.

- [ ] **Schedule real downtime**
  Block a recurring window that is purely for rest, not errands.

TRACK IT · FIRST TWO WEEKS

Check a box each day you do the habit. Copy it for the weeks after.

Daily decompress

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Breathing reset

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IF-THEN PLAN

When I keep checking messages**, then** I put my phone in another room during downtime.

When I'm tempted to say yes**, then** I say 'let me check and get back to you' instead of yes.

When stress builds with nowhere to go**, then** I take a 10-minute walk before reacting.

FAMILY

Be truly present at home

Protect daily undistracted time with the people who matter most.

THE CHALLENGE

I'm not present with my family

WHY IT MATTERS

Presence, not hours, is what your family actually remembers.

HOW THE PLAN UNFOLDS

Week 1	Do your first actions and start your keystone habits. The only goal this week is to begin.
Weeks 2–4	Make the routine automatic and repeatable, working toward: Held a daily phone-free family window for two weeks straight.
Month 2–3	Turn the routine into a result you can point to, working toward: Run a weekly family ritual that everyone shows up for.

MILESTONES

- DAY 30 — Held a daily phone-free family window for two weeks straight
- DAY 60 — Kept a clear work-to-home transition every day for two weeks
- DAY 90 — Run a weekly family ritual that everyone shows up for

KEYSTONE HABITS

Phone-free dinner

When we sit down to eat, I will leave my phone in another room.

Arrival ritual

When I walk in the door, I will greet each person before anything else.

YOUR FIRST ACTIONS

- [ ] **Set a hard work stop**
  Pick a time work ends and protect the evening for family.
- [ ] **Create a phone basket**
  A spot where phones go during family time so attention is undivided.

- [ ] **Plan one weekly ritual**
  A simple recurring thing — game night, a walk — everyone counts on.

TRACK IT · FIRST TWO WEEKS

Check a box each day you do the habit. Copy it for the weeks after.

Phone-free dinner

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Arrival ritual

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IF-THEN PLAN

When work pulls at me after hours**, then** I close the laptop and put it out of sight until morning.

When I reach for my phone at home**, then** I put it in the basket until the kids are in bed.

When I'm drained in the evening**, then** I give 20 focused minutes instead of a distracted whole evening.