

YOUR PERSONAL ACTION BOOK

# The Burnout Recovery Plan

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



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# 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**

**Breathing reset**

**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.

# 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**

**Breathing reset**

**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.

# 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**

**Arrival ritual**

**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.