YOUR PERSONAL ACTION BOOK

# The Burnout Reset

Calm a wrecked body and an overloaded mind in 90 days.

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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

**DAY 60**

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

**Mind.** Said no to or removed at least one commitment

**DAY 90**

**Health.** Notice a calmer baseline on most days

**Mind.** Noticeably calmer on most days

> 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**

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

**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.