

**BEATING
BURNOUT
FINDING
BALANCE
WORKBOOK**

MELO CALARCO

WILEY

HOW TO USE THIS WORKBOOK

This is an accompanying workbook to go alongside the book, *Beating Burnout Finding Balance*. This printable workbook has space for you to complete activities that require you to write in the book.

I'd recommend printing this book and keeping it alongside your book to fill out the activities as you go. If you have any questions, I'd be happy to support you, just visit www.melocalarco.com for my contact details.

Good luck with everything!

Melo Calarco

Burnout-busting practice

Step 1

Write a few bullet points in each column saying what you can start doing.

Physical energy	Mental energy
Regular exercise	Regular renewal breaks
<i>What can I do on a daily basis to increase my physical activity? (e.g. morning/evening walk, gym, exercise class)</i>	<i>How can I incorporate regular short renewal breaks in my day so I'm not exhausted every night? (e.g. tea break, quick walk, eat away from computer)</i>
Healthy nutrition	Hobbies and interests
<i>What simple improvement can I make to my daily eating habits? (e.g. meal regularity, more healthy snacks, less sugar, less alcohol)</i>	<i>What can I do weekly to stimulate my mind with something outside of work? (e.g. learn an instrument, sports, cooking, fishing, hiking)</i>
Adequate Sleep	Regular Meditation (or downtime)
<i>How can I improve the quality of my sleep by creating healthy sleep association rituals? (e.g. exercise throughout the day, digital switch-off time, wind-down rituals)</i>	<i>How can I ensure I practise a short, mindful meditation practice or give myself some downtime every day? (e.g. meditation app, breath practice, take some time out)</i>

Step 2

Circle only one of the following habits and make a commitment to include this in your daily self-care habits:

- regular exercise
- healthy nutrition
- adequate sleep
- renewal breaks
- regular meditation (or downtime)
- mental stimulation outside of work.

Step 3

Write your goal here:

1

2

3

Fear-busting and trust practices

Exercise 1: Flip your fears

Basic fear	You might say something like ...	Flip it to ...
Example: Fear of inadequacy	I'm scared I'm not good enough.	I trust that I have all of the skills and knowledge I need.
Fear of	I'm scared ...	I trust that ...
Fear of	I'm scared ...	I trust that ...
Fear of	I'm scared ...	I trust that ...

Exercise 2: Limiting beliefs

Write one limiting belief that might be holding you back. For example, 'I'm not smart enough'.

Do you have any supporting evidence that this is 100 per cent true?

How does this belief hinder and limit you?

If you broke this belief, how different would your life be?

Now let's reverse this belief. Write a positive statement or an empowering belief (e.g. instead of 'I'm not smart enough', say 'I am smart enough').

How does this new belief make you feel? What possibilities does this open for you? What evidence do you have to support this new belief and mindset?

Balance practices

Practice 1: The wheel of life

Step 1

Use the following wheel of life and the prompting questions in this chapter to give yourself a rating out of 10 for each life area.



Step 2

Choose your lower scoring area and set three goals to improve this:

- 1
- 2
- 3

Practice 2: 'You' time

Activity	Reward
A busy day at work (or home)	=
A busy, productive week	=
A busy month of big achievements	=
Getting through a challenging time	=
A busy few months or completion of a project	=

Practice notes

A series of horizontal dashed lines providing space for writing practice notes.

Practice notes

A series of horizontal dashed lines spanning the width of the page, intended for taking notes.

A short message from Melo

First of all, thank you for picking up my book, *Beating Burnout, Finding Balance*, and taking the time to read it and to do the activities and practices involved. I sincerely hope that the book and this accompanying workbook gives you the tools and techniques to help you prevent burnout and reclaim balance in many aspects of your life. There are many different practices and techniques in *Beating Burnout, Finding Balance* and my advice is to grab one or two and incorporate them into your life and then continue to build upon them.

The key to your success is consistency in your self-care practices and taking decisive action. I hope you can maintain these practices for the rest of your life so you can continually feel the positive benefits. You have all the tools and resources inside of you. You just need to bring them out when you need them. Continually draw on the techniques and practices from this book as they will serve you well for years to come.

Here's to beating burnout, finding balance and living more meaningfully!

Reach out if I can support you in any way, I'm here to help.

Warmest Regards,

Melo Calarco

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