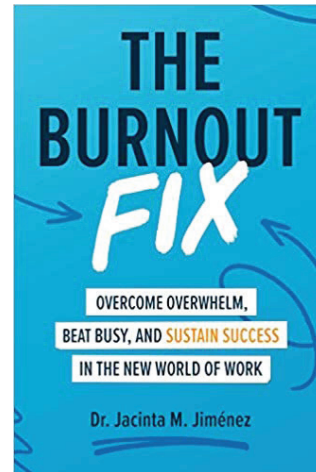


BURNOUT BUFFER MONITORING SHEET

Take 10-15 minutes at the end of each week to check in on your well-being.

STEP 1 : REMIND

Take a moment to remind yourself why prioritizing your personal well-being is important to you. How does this align with your values?



An evidence-based resilience tool to help you find better, more sustainable ways to succeed at work and life.

STEP 2 : RECOGNIZE

Rate the following questions on a scale of 0 to 5 (0 being strongly disagree, 5 being strongly agree).

Mental/Emotional:

- ☐ I feel emotionally drained from my work
- ☐ I feel less enthusiastic about my work
- ☐ I feel more cynical about whether my work contributes anything

Physical:

- ☐ I feel completely exhausted at the end of the workday
- ☐ I feel tired when I get up in the morning and have to face another day on the job
- ☐ I worry at night about work and have had trouble falling asleep or staying asleep

Social:

- ☐ I find my coworkers to be more irritating than usual
- ☐ I am spending less time than usual with close friends and family
- ☐ I am too busy to do ordinary things (making phone calls, replying to texts, calling family or friends)

Self-efficacy:

- ☐ I do not feel confident that I'm effective at getting things done
- ☐ I do not feel I am making an effective contribution at work
- ☐ I do not feel that I'm doing well at my job

STEP 3 : REFLECT

- How do I feel about my scores?
- Is there a trend I'm starting to see over time?
- Does one area seem to have a better score than others?
 - What may have contributed to this?
 - How might I keep this going?
- What areas could be improved?
 - What might have contributed to this?
 - How might I adjust this?

“True resilience is about how you replenish and recharge, not how you endure.”

- Dr. Jacinta Jiménez

STEP 4 : RESPOND

Based on your reflections, how would you respond?

☐ **Option A:** Focus on recharging. Circle one of the options below.

- | | | | |
|-------------------|-------------------|----------------------|---------------|
| • Sleep | • Exercise | • Journaling | • Other _____ |
| • Nature | • Mindfulness | • Self-compassion | |
| • Self-compassion | • Flow activities | • Schedule free time | |

☐ **Option B:** Share with my manager and/or troubleshoot one of the six person-work mismatches

- | | | |
|------------------|---------------|----------|
| • Workload | • Job control | • Reward |
| • Social support | • Fairness | • Values |

☐ **Option C:** Reach out to friends and family for support

☐ **Option D:** Nothing for now, I know why it's down, but don't think it warrants a reaction just yet.
If this is your answer, you can skip straight to Step 6.

STEP 5 : REPLENISH

To improve my score(s) and keep my well-being 'in the green' through active recovery and replenishment, this week I will:

1.
2.
3.

STEP 6 : REWARD

If I monitor my well-being for 3 weeks straight, I will reward myself with_____.

- | | | |
|----------------------------|---------------------------|---------------------|
| • A favorite coffee or tea | • A new book or audiobook | • An extra nap |
| • A celebratory meal | • A happy dance | • A new music album |