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# BURNOUT TOOLKIT

Prevent and overcome  
burnout today with  
these simple tools and  
mindset shifts



# You're about to get the simplest, easiest- to-implement tools and tactics to prevent and overcome burnout.



No woo-woo stuff here!

Welcome to the burnout toolkit you've been searching for. If you're anything like me, you might think burnout is something that happens to other people – weak people, lazy people, those people, not high achievers like you and I. But nothing could be further from the truth.

Burnout can happen to anyone. It can sneak up on you slowly over time and then pounce when you least expect it. Or, it can topple you like an avalanche in one fell swoop. Either way, when you're in the thick of it, burnout can feel paralyzing and impossible to escape. That's where these tools come in.

I'll teach you the exact mindset shifts and tactics I used to go from debilitating burnout that nearly cost me everything to thriving again on the other side.

And on top of that, these are backed by some of the world's highest achievers. They're proven and they work.

**Are you ready? Let's do this!**

*Erin*

# What is the Type A Trap?

As a society, we're conditioned to believe that salary and job title are everything. That's the pervasive message we're told again and again. Success equals money and power. And as motivated people that want to succeed, we work and work and work. But what helps us achieve at the highest levels early on in our career can be the very thing that contributes to our downfall later. This is the Type A Trap. It's a vicious cycle of winning and achieving at the expense of our physical and mental health.

## BURNOUT WARNING SIGNS

Burnout often lurks just underneath the surface waiting to strike at any moment. It's so sneaky that some of the initial warning signs can often go unnoticed. The key is to be conscious of them and begin to make adjustments early to prevent severe burnout and long-term, irreversible problems in the future. There is a laundry list of signs and symptoms, but these are some of the most common.

### Mild

- Unnecessary road rage
- Snapping at people
- Drinking too much
- Constant fatigue
- Zoning out during meetings

### Moderate

- Anxiety
- Sabotaging relationships
- Missing deadlines
- Failed product launches
- Apathy

### Severe

- Depression
- Losing your job
- High blood pressure
- Auto-immune diseases
- Serious illness

## Let's Dive in

Now that we have a better understanding of some of the warning signs of burnout, what do we actually do about them?

Sure, you could try meditation, improving your diet, getting more sleep and exercise, but we've heard all that before. Not to say those things aren't important, they absolutely are, but when you're in the throes of burnout, the thought of adding yet another thing to your to-do list can seem like too much and potentially increase your feeling of burnout.

How do we fight this? With my five mindset shifts. They're simple, easy-to-implement and don't require any fancy skills or money. They can be put to use immediately and will produce results quickly.

## Mindset Shift #1

# DECODE YOUR FLOW

Instead of mastering everything no matter what, we need to shift to strict and methodical selection of what we spend our time on.

As motivated overachievers and peak performers, we think we can do anything. And we can! We have a ridiculous sense of self confidence and know that we can literally do and achieve whatever we put our mind to because we're willing to do the work necessary to be successful.

But this over extension and insistence on mastering everything no matter what is what keeps us in the Type A Trap and eventually leads to our downfall. It leads to exhaustion, struggling at work, neglecting our relationships and our health. We need a better way.

To prevent this fierce burnout, we need to shift our thinking from mastering everything, no matter what, to strict and methodical selection of what we spend our time on. We need to decode our flow.

### *Try this*

#### LOVE IT OR LEAVE IT TEST

Do a task for 7 minutes. After 7 minutes, decide whether to love it (continue on with the task) or leave it (abandon ship). If you repeatedly find yourself changing tasks after 7 minutes and putting off the same task again and again, find a way to delegate that task so you can spend more time doing what you love and leave the rest.

Obviously this won't be possible with every single task, but even if we can clear out three to five tasks from our personal or professional lives that drain us, we'll feel more aligned with our strengths and happier.

By becoming laser focused on how we allocate our time every day – whether personally or professionally – we can reduce the noise, get rid of the obligations and tasks that feel like a long dental appointment and focus on the things that really light us up.

## Mindset Shift #2

# RELEASE THE REINS

**Instead of micro-managing and controlling everything, we need to shift our focus to empowering others to drive longevity.**

Many peak performers find it difficult to delegate and relinquish control. One could say we're control freaks.

Perhaps you insist on leading every meeting, or planning every team event. Maybe you're the person that requires every single project to have your approval before it moves forward. I

know I've been guilty of that at times. Or maybe you're the person that insists on being copied in on every email your team sends just so you can have "visibility." We all know people like that too.

The reality is, the transition from doer to manager or from entrepreneur to CEO can be a challenging one. That's why the second mindset shift is to release the reins. In order to prevent burnout, escape the Type A Trap and sustain peak performance, we need to let go of micro-managing and controlling everything and focus more on empowering others to drive longevity.

### *Try this*

#### EXHIBITION MATCHES

Create opportunities for your team to practice a new skill with minimal risk. When you're delegating tasks, provide training and then give that person an opportunity to practice that task quickly so you can help guide them and course correct if needed before they take it over and the stakes are higher. You'll relieve yourself physically and mentally from worrying about various tasks and know that the person you delegated it to has been set up for success.

Burnout thrives on the overworked and overburdened. When we continue to keep a vice grip on every aspect of our job or life, we create the perfect environment for burnout to fester. Only through releasing the reins, letting go of micromanaging and focusing on empowering others are we able to drive longevity and sustain long-term peak performance.

## Mindset Shift #3

# PIVOT LIKE A PRO

Instead of staying the course no matter what and being destination focused, we need to employ a new way of thinking to pivot and move with agility.

No one likes to fail. Especially peak performers. Once we decide we're going to do something, come hell or high water, we figure it out and find a way to make it happen. That means that sometimes we continue down a road even after it's no longer serving us, simply because we want to accomplish that thing we set out to do.

Maybe you've stayed too long in a career even though you knew a year in that the industry wasn't for you but you didn't want to be seen as a quitter. Or you stayed in a relationship you knew wasn't healthy because you didn't want people to judge you for getting divorced. Instead of staying the course no matter what and being destination focused, we need to employ a new way of thinking to pivot and move with agility.

If you're no longer happy in a job, find a new one and quit. In an unhealthy relationship? Move on. If something is no longer serving you, pivot. This requires a maniacal focus on the alignment between our health and priorities, and how we actually spend our time. Otherwise, we'll continue to waste time accomplishing things we no longer care about while running ourselves into the ground.

### *Try this*

#### ASK YOURSELF THESE QUESTIONS

##### **What are you making jokes about?**

Jokes are just jokes, until they're not. If your boss or partner or weight is the butt of every joke, take that as a warning sign that it's time for a pivot.

##### **What or who do you envy?**

If there is a certain person or situation that you envy regularly, that's a key sign that a pivot is needed.

I know pivots can be scary. No one likes change. It's difficult, uncomfortable and often affects those around us as well. It can sometimes have adverse effects in the short term, but is always worth it in the long term.

So instead of staying destination focused because we said we were going to do something, we have to move with agility and pivot like a pro to make sure the way we spend our time today continues to align with our hopes, dreams and passions. Because ultimately, you're only letting yourself down and feeding burnout by holding onto something that no longer serves you.

## Mindset Shift #4

# SLOW DOWN TO SPEED UP

**Instead of sprinting and maxing out each race, we need to shift our thinking to methodical marathon planning.**

Slowing down doesn't come easy for many, certainly not me. I get FOMO. But not fear of missing out on a brunch or outing with friends, fear that it's going to take me even longer to accomplish my goals.

I feel guilty and lazy watching tv instead of reading yet another leadership or personal development book that will further my career.

When I burnt out, I looked at recovering from burnout as the next thing I was going to "accomplish." I learned how to do transcendental meditation and meditated twice a day, got acupuncture every week, nutritional IVs twice a week, went to therapy, got massages and facials, took alllll the vitamins, changed my diet, saw every doctor and more. My schedule was so jam packed with every recovery tool I could think of. I was like "Am I relaxed yet?!?!?"

Like many of the peak performers I interviewed, we don't know how to turn it off. When we go after anything, we go at it head on. When we untangled this concept a bit more, it led us to Mindset Shift #4: Slow Down to Speed Up.

Instead of sprinting and maxing out each race like we usually do, being proud of the ridiculous schedules we keep and falling into the Type A Trap, we need to shift our thinking to methodical marathon planning and a focus on durability and self-care.

## *Try this*

### COCO CHANEL TAKE OFF

You may have heard that famous Coco Chanel quote that says when dressing with accessories, “Before you leave the house, look in the mirror and take one thing off.” Her point being that less is more.

Take the same approach with your schedule each week. Every Sunday evening review your schedule for the week ahead and find one thing you can remove. The point isn’t to shirk your responsibilities or cut all the self-care items, but rather to take a realistic look at your schedule, see which days are heavy with items, know yourself enough to know that you’ve overbooked and then take one thing off.

### THE GOLDEN QUESTION

#### **What is better for my health?**

On a day when I’m feeling flustered and trying to do too much, I ask myself the golden question: “What is better for my health?” For example, if I’ve got back-to-back calls all day but I’m having company over in the evening and want to tidy things up a bit on the 20 minutes I have for lunch but I haven’t eaten all day and am famished. Instead of trying to do both under stress or skip the meal to clean, I ask myself “What is better for my health?” and then do that and let the other thing go.

It sounds crazy, but stopping for a microsecond when you’re feeling flustered and asking yourself “What’s better for my health?” when you’re trying to do too much works wonders to get your priorities in order and slow the heck down so you can speed up later.

Pausing isn’t permanent and doesn’t mean that we’ve failed. It’s a necessary part of the process and should be scheduled into our day as a recurring meeting. It’s only when we truly slow down that we can recharge and refocus to have more energy for what’s most important to us.

## Mindset Shift #5

# TAKE A VICTORY LAP

Instead of the constant go-go-go, win, what's next mentality, we need to shift our thinking to enjoying the moment, showing gratitude and truly savoring the wins.

Whether it's keeping up with the Joneses or influencers on Instagram, or always focusing on the next thing at work, it's easy to get caught up in constantly looking for approval or validation by doing or having the next thing.

As motivated, driven people, we can keep plowing ahead constantly thinking about what else we can cross off our list before the day

is done. I don't know about you, but I've been known to add things to my list that I've already completed, just to cross them off and make myself feel better.

It's so easy to get caught up in what's next that we can forget to celebrate or even acknowledge what we've already accomplished. This can leave our teams feeling unappreciated and us with empty tanks and no time to fill them back up.

Which brings us to our final Mindset Shift: Take a Victory Lap. Instead of the constant go, go, go, win, what's next mentality that can lead us into the Type A Trap, it requires a shift to enjoying the moment, showing gratitude and truly savoring the wins.

### *Try this*

#### CREATE A WINS FOLDER

One tactic that's helped me take a victory lap personally is to create a "wins" folder in my inbox. The higher up you get in leadership the more it seems like you just get all the problems but none of the awards and accolades.

We spend so much time supporting our teams, giving them pep talks, making sure they're happy and giving them quarterly awards and bonuses, but those things are rarely done for us. That's why creating a wins folder can be a game changer.

Any time you receive a nice email from your boss, a friend or a colleague, drop it in the wins folder. Then, when you're feeling down and like you need a pep talk, scroll through your wins folder and read a few of the emails.

It can also be helpful to schedule a weekly 15-minute meeting with yourself to review the emails in your wins folder to keep your tank full and remind yourself that you're amazing, you can do great things, and dammit people like you!

If we don't ever take the time to relish in not only our accomplishments, but our teams', then what's the point? Why are we doing all this? Life is meant to be enjoyed, so carve out some time to take a victory lap. You'll never regret it.

## Next Steps

Now that you've got the tools, what are you waiting for? What giant, important life event do you need to miss out on, or person do you need to lose or have walk out of your life before you put yourself first? What's it going to take for you to realize that there's no such thing as doing it all?

If you don't take care of yourself first, you'll never be able to take care of your family, your friends, your team or thrive at work. You'll never be able to reach and sustain peak performance or be an incredible leader without recentering the focus on yourself.

What if you started to put yourself first today? What would that look like? How would that feel? Start by asking yourself these questions from mindset shift one to help decode your flow:

- What are you excited about?
- What are you curious about?
- When do you feel the happiest and most alive?
- What's the one thing on your calendar you look forward to most?

Make a list. Those are the roads to follow and do more of. It's going to look different for everyone, but even making one small adjustment each week to how you spend your time will make a huge difference in your physical and mental health.

This is my challenge for you today: take 5 minutes to jot down the answer to these questions. Even just getting the answers down on paper and seeing them in writing will make you feel more aligned with your priorities.

When we write things down, we're more likely to make them happen. Better yet, share them with a friend, or post them on LinkedIn and [tag me](#). Let's hold each other accountable to making one small adjustment next week. Then one more the week after. If you keep it up, over time, your calendar will better reflect your priorities.

I hope you can start to see how a few small, simple mindset shifts can lead to dramatic, positive changes in your life. When you take care of yourself, you also take care of everyone around you and inspire them to take care of themselves.

There is no greater gift in life than our own health. If we don't have that then nothing else matters. So I ask you this, will you fall victim to the Type A Trap or will you make adjustments so you can live your life to the fullest and be the absolute best version of yourself?

The time for action is now.

**You've got this!**