

Matt Hayden

TRANSFORMATION COACH



Burnout reset workbook

Practical tools to help you pause, reset, and reconnect with what matters.

Why this guide exists

Burnout isn't a weakness. It's what happens when you've been in survival mode for too long. On the outside, you might still be functioning — showing up at work, caring for your family, ticking boxes. But on the inside, you may feel flat, disconnected, or like you're holding everything together with tape.

This workbook is here to help you pause, notice what's happening, and try small, practical resets. The aim isn't to fix everything at once. It's to give you space, clarity, and energy for what matters most.

💡 *Even one small shift can start to change how you feel.*

What burnout really is

Burnout isn't just "too much work." It's when your body and mind get stuck in survival mode — where rest doesn't feel restful and even simple tasks feel heavy.

Quick self-check:

- What have you been pushing through lately?
- Where are you functioning, but not really present?
- How is your body trying to tell you it's tired?

📖 Reflection space:

🌱 Try this — a 2-minute pause:

Sit quietly. Place your feet on the ground. Breathe in through your nose, out through your mouth. Notice your body without trying to fix anything. Simply acknowledge: *"This is where I am right now."*


Why you feel stuck (even when you're functioning)

When you're burned out, pushing harder doesn't work. Your nervous system is already in overdrive. You're not lazy — you're caught in a loop where your stress cycle never fully completes.

Reflection prompts:


- Where in your life do you feel like you're just surviving?
- What keeps you from slowing down or resting?
- What's one responsibility that feels heavier than it should?

Reflection space:

 **Small practice:** Write down one thing you can let go of *today* — even for a few minutes. It could be postponing a task, saying “not right now,” or simply closing your laptop for five minutes.

Small resets that actually shift things

Big changes are overwhelming when you're burned out. That's why we start with micro-resets. They calm your system and remind your body it's safe to pause.

 *When I was at my most exhausted, simply stepping outside for air was the only reset I could manage — and it mattered.*

Pick one today:

- Step outside and take three slow breaths.
- Place a hand on your chest and notice your heartbeat.
- Stretch your shoulders and neck for 30 seconds.
- Send a quick message to someone you trust, just to connect.
- Drink a glass of water slowly, with no distractions.

Reflection space:

Which one did you try? How did it feel?

Tolerations & values

Burnout often comes from two hidden drains:

1. **Tolerations** → the things you put up with that quietly wear you down.
2. **Ignored values** → the things that matter most that you haven't been honouring.

Prompts:

- What am I tolerating right now that's costing me the most?
- Which of my values have I been ignoring (e.g. rest, family, creativity, growth)?
- What's one value I'd like to honour more often, starting this week?

Reflection space:

Your reset roadmap

Clarity grows through small steps. Use this space to choose just a few gentle actions.

✦ This week I will...

- Try one micro-reset: _____
- Let go of one toleration: _____
- Honour one value more fully: _____

💡 *You don't need to overhaul everything. Even a small shift is progress.*

Closing

Burnout isn't the end of the story. It's your system asking you to listen before you're forced to stop.

You don't need to fix everything today. You just need to take one step that gives you a little more space, clarity, or energy.

👉 *If this workbook helped, imagine what could open up in a full coaching conversation — space to be heard, supported, and reconnected with what matters most to you.*