

BURNOUT TO BETTER BOUNDARIES AS ADVISORS

WORKBOOK + SCRIPTS

MANAGE UP & MANAGE WELL

Personalize the scripts below to clearly advocate for your needs when meeting with your supervisor, colleagues, or other constituents.

- "I need to revisit my current priorities to ensure I'm operating at a high level of efficiency."
- "I don't have the capacity to take this on at the moment due to other priority items you've set forth."
- "One thing I need to be successful is further clarity on your expectations for this project."
- "In order to effectively plan ahead for the quarter ahead, while executing at peak performance, I am needing pre-approval on the following paid leave time."
- "I'm requesting more information on why you're needing this done, so that I can best meet your needs."
- "What constitutes an emergency to you?"

RECOGNIZING BURNOUT

According to Healthline, burnout is a "severe stress condition that leads to severe physical, mental, and emotional exhaustion". Which of the symptoms below have you experienced consistently & at a high level of intensity?

- Feeling hopeless & worried
- Exhausted physically & emotionally
- Isolated & distancing
- Checked out & numbing emotions
- Highly irritable & little tolerance
- Often physically ill due to compromised immune system
- Noticeable change in diet

I have felt _____

I know this because I _____

And it's challenging for me to _____

UNSHAKEABLE VALUES

Unshakable Value (noun): if this was taken from you, you wouldn't be able to function or show up as your best self.

- Family
- Loyalty
- Authenticity
- Fairness
- Openness
- Honesty
- Learning
- View more values [here](#)

I value _____, _____, and _____

PERSONAL HQ FOR THE RECEIPTS

Schedule time with mentors/coaches to practice setting boundaries & advocating for yourself. Challenge: schedule out 3 days of PTO to take place before semester ends.

I will complete the following in the next few weeks:

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