

# Renew

*Burnout Prevention Companion to Further Your Growth*



WWW.MILTONCC.COM

*Winter '21-22*



# Welcome

When I experienced what I now call "Burnout with a Capital B", I thought I was ticking the boxes. Professional success, personal success, physical success - I had it all. Unfortunately, I had given it all to have it all, and I came crashing - and burning - down.

Burnout does not need to define you, but neither relief nor recovery from the experience happens externally.

Circumstances may change, but true transformation occurs with the successful implementation of new tools, habits, and beliefs. This workbook exists to provide what I lacked: a toolkit for stress management, holistic productivity, and true nourishment through exploration. I hope it brings all that, and more. Use it for accountability in the growth towards being a person who manages their stress and owns their energy.

You are your best resource. Take time to renew.

*Caroline*



04-13

## INTRODUCTION & INTENTION

Setting the course for your season.

14-67

## WEEKLY GUIDES

A focus for each week, to explore and strengthen your expression of health.

WEEK ONE: FULFILLMENT  
WEEK TWO: NOURISHMENT  
WEEK THREE: MOVEMENT  
WEEK FOUR: SPACIOUSNESS  
WEEK FIVE: STILLNESS  
WEEK SIX: CARE  
WEEK SEVEN: AUTHENTICITY  
WEEK EIGHT: INTUITION  
WEEK NINE: EMBODIMENT  
WEEK TEN: COMPASSION  
WEEK ELEVEN: SUPPORT  
WEEK TWELVE: COMMUNITY

68-71

## RESOURCES & CONCLUSION

Take daily action for stress management and burnout prevention through your habits, routines, and mindset.



# HOW TO USE THIS WORKBOOK

Use it daily, or even weekly, to challenge your perception of work and rest. Give yourself permission to explore, to experiment, in your journey towards amplifying your energy.

Chart your path through discovery of new tools and techniques that work with you to support your energy, productivity, and fulfillment. Be intentional about the time and attention you give this work - it is well worth it. Each week has a tool for your reflection or practice, as well as daily journal prompts to print.

QUESTIONS?

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*Before we begin...*

## INTENTION

Intentions allow us to explore the fullness of who we are, and what we are. During this season, reflect on the values and priorities you hold as highest, and how they are ingrained in the daily heartbeat of your life.



The beauty in life is in the rooting ourselves in the present, reflecting on the past, and dreaming of the future, acknowledging that the three are interdependent. Throughout your time with this workbook, explore your dreams and goals as intentions, knowing that you have ample life with which to pursue, create, and realize each one.

You might choose to create an intention each for the twelve primary areas of life (see page 16), or simply choose a daily intention that aligns with the values and priorities you hold.

### INTENTION PRACTICE

*Consider a project or task that has brought you stress, and create an intention for the power you hold to complete it in full. Align your intention with your values and priorities.*

# Using intentions to cultivate change

The shifting of seasons gives opportunity for us to assess our goals, dreams, and desires. Fall signifies the shedding of what doesn't serve us, a critical precursor to realizing our outcomes. Winter, with its shorter days and colder temperatures, allows plants (and life) to store up energy for new growth.

Intentions are an opportunity to design and take ownership of our lived experience. Whereas goals are static and set in the future, intentions exist in the here and now to allow us to be in the moment in pursuit of goals.

As you move through winter, think about intentions as the chaperone towards your goal. What can you do, in this season, that is actively moving toward a greater goal? You might choose to revisit this section throughout the twelve weeks, updating intentions with new self-discovery.



*Daily intentions allow us to create presence in each day. The daily journal has space to create your intention of the day.*



# Step 1: Identify the Desire.

Identifying your desire is the first step in the intention-setting process. It can be big or small, something specific like buying a new car, or more general like living in the moment.

Most people tend to stop there when it comes to intention setting, but it's critical to dig a little deeper to understand the feeling underneath the desire. In order to truly pursue our intentions, we need to connect them to the need, the feeling, underneath.

For instance, the desire might be getting a promotion at work, but the feeling underneath it may be to feel fully expressed in the work you do. Once we've identified the feeling, we put language to it and actually write out the intention.



*On the next page,  
free-write the  
desires you have for  
this season and  
search for the  
feeling that  
strengthens that  
intention.*



# INTENTION SETTING

FOR WINTER

INTENTION

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# Step 2:

## Get clear on who you have to be.

When you focus on who you need to be to achieve the goal, the doing becomes easier.

To do this, consider qualities that you'd like to embody that will support you in achieving your goal. For example, if your goal is to write a book, intentions that could support you could be "I intend to make my creativity a priority" or "I intend to see myself as capable and eloquent."

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*Use this page to  
free-write who you  
have to be in  
pursuit of your  
intentions.*





# Step 3: Create specific action steps.

Intentions are not one-size-fits-all. Intentions like "being healthier" can mean wildly different things for different people. As such, it's important that you get specific with what action steps you'll take to fulfill your intention and follow through with them.

Specificity breeds success, so once you have the overarching intention in mind, focus in with your goals by setting up smaller waypoints.

Intention:

First, I will...

Then, I will...

Next, I will...



*Choose the  
intention that feels  
juiciest to you and  
use the space on this  
page to create  
specific action steps.*



# Step 4: Shift limiting beliefs.

Not believing that the intention is actually possible for you is another common intention-setting challenge, which can impede the intention from manifesting. If this is the case for you, it's critical for you to reframe your mindset to ensure your beliefs align with your desire.

In order to do that, find evidence in support of it already happening in your current reality. For example, if you intend to find love in a partner, but you don't believe it's possible, look for where love is already present in your life.

*This will be what draws your audience in. Make sure that you have accompanying visual content that immediately catches the eye.*



# Step 5: Reinforce intentions consistently.

Intentions are part practical/logical and part magic. From a scientific standpoint, the brain is a belief engine and is always looking for confirmatory evidence to prove our intention or hypothesis. What that means in practical terms is that once you've identified the new belief or intention, you must reinforce it with examples from your life.

To do this, reinforce the intention(s) when the brain is more relaxed and receptive. Consider creating a short morning routine that incorporates stress-relief and allows time for reinforcing your intention.

My ideal morning routine consists of:

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*Remember, the intention should feel empowering when you say it, read it, and hear it. Use terminology that gives you control.*





# Step 6: Surrender and lean in.

Another aspect that trips us up about setting intentions is letting them run free. Sometimes, when we are setting an intention, we use it as a vehicle to control our lives, but there is an element of faith and surrender — a quiet receptivity.

Surrender isn't waiving the white flag or giving up. Surrender is an absence of resistance, so if you find yourself being overly controlling with your intentions, remember to take a step back and let go of any resistance. Being too specific with our intentions is another way we tend to control the process.

Intentions are not set in stone. Intentions are constantly moving targets that change and evolve as we grow. So do not stress out over setting the perfect intention. Give yourself permission to change and adjust your intentions as you go, which in turn helps release control over the situation.



*Do not underestimate the power of setting intentions — they are constantly working behind the scenes to bring forth your desires.*



# WEEK ONE

Fulfillment -  
the achievement of something desired,  
promised, or predicted.





# FULFILLMENT

Burnout is caused by chronic exposure to physical, mental, or emotional stress, which often comes from a violation of our values and priorities. In a culture that places work above all in perceived priority, to value self, family, or faith above work might feel difficult or, at times, impossible.



Without boundaries, when we observe others holding priority in values that we don't identify with, we get frustrated, either with ourselves or with one another. For many of us, boundaries feel foreign, selfish, or stubborn, and it's hard to understand how implementing boundaries might help us experience more fulfillment - until we do it.

Boundaries take practice and fortitude to implement. Start by identifying how the world around you (family, coworkers, community) benefits when you are experiencing fulfillment in the areas of life that are most important to you.

## FULFILLMENT PRACTICE

*Set a timer for 3-5 minutes and write what you want most out of life, and what that says about your highest values and priorities. Trust - and accept - that your values and priorities may not be what you've been told they should be.*

WEEK ONE

*Fulfillment*

# FULFILLMENT TOOL

| AREA              | SCORE<br>(1-10)<br><small>10 indicates total fulfillment</small> | OBSTACLES TO<br>TOTAL FULFILLMENT<br><small>What is standing in the way or dominating life?</small> | CHOSEN<br>IDENTITY<br><small>What does total fulfillment look like as an expression of self?</small> | BOUNDARY TO<br>PROTECT<br><small>What boundary do you need to implement in order to honor this identity in fulfillment?</small> |
|-------------------|--|---|--|---|
| JOY               |  |   | <i>I am...</i>   |   |
| SOCIAL LIFE       |  |   |  |   |
| RELATIONSHIPS     |  |   |  |   |
| HOME ENVIRONMENT  |  |   |  |   |
| HEALTH            |  |   |  |   |
| PHYSICAL ACTIVITY |  |   |  |   |
| ADVENTURE         |  |   |  |   |
| EDUCATION         |  |   |  |   |
| CAREER            |  |   |  |   |
| FINANCES          |  |   |  |   |
| CREATIVITY        |  |   |  |   |
| SPIRITUALITY      |  |   |  |   |

*Suggested Use: Seasonally.*

WEEK ONE  
DATE:

*My intention for today is...*

# DAILY JOURNAL

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A BOUNDARY I WILL UPHOLD  
TODAY:

THIS WILL HELP ME BE MORE:

MY CHOSEN NOURISHMENT

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WEEK TWO

*Nourishment*

# WEEK TWO

Nourishment - the "food" necessary for  
health, healing and growth



# NOURISHMENT

Stress strips our bodies of resources, and without constant attention to the replenishment of what our form needs, we can quickly find ourselves malnourished, physically, spiritually, emotionally, and mentally.



This is why it's important to feed ourselves regularly, but also to take it further to renew and replenish what we've lost. We most often think of nourishment in terms of literal food - which is, of course, important (see below) - but it also entails how we are bringing ourselves peace, joy, and contentment.

What we consume goes far beyond what we eat and includes information, relationships, emotions, and experiences. Nourishment might mean connection with others, active participation in self-care or self-expression, or even in sleep.

## NOURISHMENT PRACTICE

*80% of our immune system exists within our gut, which connects to the brain through the vagus nerve, controlling our mood and thoughts. As you navigate food choices in this season, consider strengthening this pathway.*



# NOURISHMENT TOOL

Using the tool on the following page, use the left-hand column to list what you consume throughout a given day – i.e. information, stories, meals, media, energy, emotions, experiences, etc.

(You may choose to keep this list with you so that, as you move through the day, you can update it in real-time)

For each source of “food,” in the left-hand column, consider: What is the nutrient-profile? For example, what level of sustenance does each thing listed provide – physically, mentally, emotionally, spiritually? How does each “food” make you feel? Which “foods” take more energy to digest or excrete than they offer?

Once complete, review your overall nutrient-intake.

In what ways are you well-fed? And where are you nutritionally deficient?

Where could you shift your patterns of consumption so that your whole body and being are (better) nourished?

***Suggested Use:** Check-in periodically throughout the week, or move through it seasonally to explore how your “foods” and nourishment vary based on what’s seasonally available.*

WEEK TWO

*Authenticity*

# NOURISHMENT TOOL

FOOD

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NUTRIENTS

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*Suggested Use: Check-in periodically throughout the week, or move through it seasonally to explore how your “foods” and nourishment vary based on what’s seasonally available.*

WEEK TWO  
DATE:

*My intention for today is...*

# DAILY JOURNAL

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WHAT AM I CRAVING  
TODAY?

MY CHOSEN NOURISHMENT

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WEEK THREE

*Movement*

# WEEK THREE

Movement - continuous motion.



# MOVEMENT

Movement is most often associated with exercise which, as we progress through life, becomes less about pleasure and more about obligation. We hear that physical exercise benefits our bodies as we age, prevents disease, and manages weight and we begin to associate it as something that we fail or succeed in.



Consider your five-year-old self: How did you like to play? In what ways did you move your body because it was fun, or exciting, or inspiring? Think of the ways you would like to move your body if you were fully and completely free from judgement - not only from the world, but also from yourself.

Our bodies are made to move, to assume a 'flow state' of motion. In a world and culture that spends so much time as stationary as we work, how do we weave movement into the patterns of our being and our doing? The needs of our body change in terms of movement vary, and so it is imperative that we generate a menu of movement to meet our daily need, rather than a one-size-fits-all approach.

## MOVEMENT PRACTICE

*Each day this week, bundle yourself up and take yourself for a nature walk, free from any tech. Notice the world around you - the sights and sounds - and how uniquely seasonal it is.*



# MOVEMENT TOOL

Our bodies are made to move, it is literally a part of our survival. The fight-or-flight reflex of stress is designed to eliminate the threat of danger through movement. With this tool, free-write all of the different forms of movement that interest you or fulfill you. Are there certain things you've been curious to try? Use the provided list as a launching point.

| Movement    | What memories do I hold of this movement? | How can I experience this in a supportive way? |
|-------------|---|--|
| Stretch     |   |  |
| Take a walk |   |  |
| Dancing     |   |  |

*Suggested use: Use this tool for reflection seasonally, and choose from your list daily to incorporate movement.*

WEEK THREE  
DATE:

*My intention for today is...*

# DAILY JOURNAL

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WHAT MOVEMENT CALLS TO ME  
TODAY? HOW DO I REMIND  
MYSELF THAT I AM MADE TO  
MOVE?

MY CHOSEN NOURISHMENT

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WEEK FOUR

*Spaciousness*

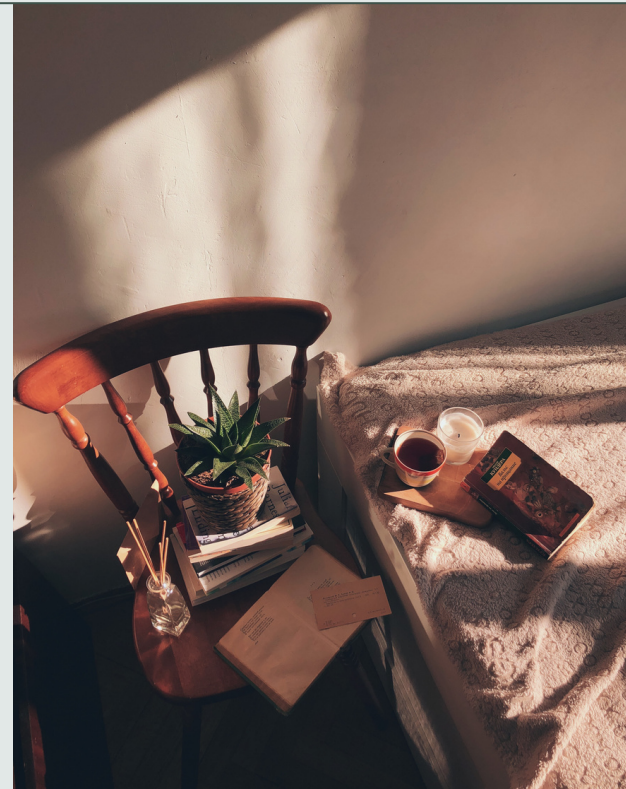
# WEEK FOUR

Spaciousness - ample room



# SPACIOUSNESS

In our action-oriented culture, the focus is often on what fills our reality. This is true of the "things" we amass, as well as the commitments we make. This is associated with the illusion that "more is more", and leaves us restless as we race toward goals that aren't, in truth, our own.



Time is both form and formless, making it simultaneously full and empty. Take a moment, and reread that. That which we do, or have, is all a part of life. If our time is full of tasks, objectives and activities that lay outside our values and priorities, we find our time to feel empty.

A focus on action can lead us to feeling drained, as we continue to expend ourselves in the absence of inaction. Action and inaction exist in harmony, meaning that we need both to feel fulfillment. The same is true for our physical space: eliminating clutter to bring our attention to the things we love and have chosen intentionally reminds us of what is important.

## PRACTICE OF SPACE

*Search for margin to create, whether in physical, digital or chronological space. Identify where you feel cluttered, overwhelmed, or reluctant and eliminate or delegate to make needed space.*

# SPACIOUSNESS TOOL

This is a practice in using our external space as a reflection of our internal world.

To begin, take note of your physical space(s). Office. Home. car. What do you notice? For example:

- How organized is it?
- Where do you have piles, stacks, collections?
  - How much “white space” is there?
- Which qualities does your physical space reflect back to you?

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Now, take note of your internal state. In what ways does your external state mirror your internal? (i.e. perfectionistic, avoidant, cluttered, stagnant)

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*Suggested use: At the start of the day or work week, or even as you transition from season to season.*

# SPACIOUSNESS TOOL

The point of this exercise is not to call-out personal cleanliness or discipline (although this exercise may inspire cleaning and tidying!). It's instead about paying attention to the messages that we receive – internally and externally – and how can be in a proactive relationship with them.

For example, if you desire more stillness and introspection, how can your physical space support you in cultivating those qualities (i.e. designated spot to meditate, an altar)? If you're feeling stuck and trapped, how can you create more movement and flow in your environment (i.e. more plants, calming colors, soft fabrics)? Or, if you're desiring more empathy and vulnerability, how can you reduce outlets for judgement (i.e. location of appliances, inspiring artwork, pictures of loved ones)?

You can also take this practice into your emotional and mental realms, exploring where your inner landscape requires tending, purging, organizing, cleansing to better embody the qualities you wish to project.

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*Suggested use: At the start of the day or work week, or even as you transition from season to season.*



WEEK FOUR  
DATE:

*My intention for today is...*

# DAILY JOURNAL

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HOW DID I CREATE, OR  
MAINTAIN, SPACE TODAY?

MY CHOSEN NOURISHMENT

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WEEK FIVE

*Stillness*

# WEEK FIVE

Stillness - a quality of being



# STILLNESS

In a world or profession where doing is the accepted form of currency, *being* can feel incredibly challenging or uncomfortable, especially upon initiation to the practice. For Millennials and Gen Z, doing has been an integral part of our lives and success for as long as we can remember.



Without the space and time to simply exist, we become human doings, rather than human beings. In our stillness, we practice not filling the spaciousness that we are actively creating. Instead of going out into the world, we invite the world into us. It is through our moments of being that we become closer to our own source of potential, of inspiration, of possibility.

Much as the winter is critical for the strength of the tree, your ability to do is dependent upon your times of intentional dormancy. By introducing mindfulness, that is, and intimate examination of the world as it exists around us *right now*, we can find the expression of being that is needed.

## STILLNESS PRACTICE

*Find a moment in your day and ask yourself: what do I see right now? What do I hear? What do I smell? What do I taste? What do I feel, physically and emotionally?*



# STILLNESS TOOL

Sitting, in silence, for extended periods, can be uncomfortable when our “norm” is busy. Our nervous system is wired for action, which can make rest feel like a threat. Therefore, small moments of pause, throughout the day – versus in one, single sitting – can help us safely and sustainably access a new state of being.

A 3-Minute Relaxation Breathing Technique:

- Exhale completely through your mouth, making a whoosh sound.
- Close your mouth and inhale quietly through your nose to a count of four.
  - Hold your breath for a count of seven.
- Exhale completely through your mouth, making a whoosh sound to a count of eight.

Repeat the cycle three more times for a total of four breaths!

*Suggested use: When stress mounts throughout the day.*

WEEK FIVE  
DATE:

*My intention for today is...*

# DAILY JOURNAL

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HOW WILL I BE STILL  
TODAY? WHEN WILL I DO  
THIS?

MY CHOSEN NOURISHMENT

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# WEEK SIX

Care - the provision of what is necessary



# CARE

The term "self-care" is often interpreted as selfish, muddying the lines between care and indulgence. Most people are not taught how to care for their whole self with intentionality. Those that incorporate consistent patterns of self-care into the fabric of their lives are eschewing the expectations of our culture.



This can make knowing what we need and how to fill and prioritize those needs quite challenging. At this point during the season, it's critical to get clear on what is a requisite for your vision of fulfillment and vitality. Vision constitutes forward thinking, a distant goal, and then creating the pathway towards that greater goal, keeping in consideration the reality of what your body needs along the way.

Self-care considers the physical, mental, emotional and spiritual self and should be pursued as an ever-evolving and ever-growing toolkit of methods and applications that serve our whole person.

## SELF-CARE PRACTICE

*While our minds love excitement, our bodies crave routine. Utilizing a simple morning routine can be an effective tool of care, allowing you to control the pace of the day and beginning it with nourishment.*

# SELF-CARE MENU

What does care mean, to me? What does it mean, for me? And what does it mean, on behalf of me?

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What needs exist in this vision?

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What provisions are necessary to meet these needs? And, to deeply nourish them?

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How can I design my day, places, and spaces so that these needs are naturally filled through my ecosystems and don't require additional willpower to get them met?

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# SELF-CARE MENU

Now, create a list of ways to invest in your self-care. Suggestions have been included to provide inspiration

| Physical           | Mental             | Emotional                 | Spiritual           |
|--------------------|--------------------|---------------------------|---------------------|
| • 8 hours sleeping | • Mental Rehearsal | • Implementing Boundaries | • Social Media Fast |
| • Acupressure      | • 528 Hz Music     | • Journaling              | • Prayer            |
| •                  | •                  | •                         | •                   |
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*Suggested use: Daily.*

WEEK SIX  
DATE:

*My intention for today is...*

# DAILY JOURNAL

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HOW WILL I PRACTICE SELF-CARE TODAY?

MY CHOSEN NOURISHMENT

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WEEK SEVEN

*Authenticity*

# WEEK SEVEN

Authenticity - a responsible  
mode of human life



# AUTHENTICITY

Social conditioning is a term that is used to describe the shifting of our habits, behaviors, and identities based on the perceived expectation of our community, society, or world around us. When socially-accepted characteristics of success contradict our own values and priorities, it can lead us to reconcile our purpose and fulfillment.



Judgment, shame and fear register the same in our body as physical pain, influencing our behaviors to avoid this suffering. Identity armors allow us to hide the parts of ourselves that feel misaligned with societally-acceptable characteristics; but while armor protects, it also deflects. This has the potential to stifle personal growth, block creativity and inspiration, and lead to despair, exhausting our energy.

Embracing the authentic parts of self allows us greater alignment with our career path, personal path, spiritual path, etc. Regular connection to that self is an integral part of burnout prevention.

## AUTHENTICITY PRACTICE

*Consider the 'unique you', the version undefined by social conditioning. How can you allow greater expression of this self in ways that feel safe and inclusive?*

# AUTHENTICITY TOOL

You may choose to first move through a short meditation practice to ground yourself before this exploration. When you are feeling grounded and ready, journal your responses to the following prompts:

- When I am my most authentic, native, true self, I am...
- What prevents me from accessing or sharing this version of me with others is...
  - As a result of these things, I instead share this “false self”...
    - The impact of this is...
  - The version of me I would responsibly like to share with the world is...
- The stories I then need to re-write (or seek-out to be mirrored back to me) are...
  - Because, being this version would allow me and others to...
    - And this matters, right now, because...

*Suggested use: Periodically to check-in with your personal growth and needs.*

WEEK SEVEN  
DATE:

*My intention for today is...*

# DAILY JOURNAL

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WHERE COULD I INFUSE  
MORE OF MY NATIVE SELF  
INTO MY LIFE? MY WORK?

MY CHOSEN NOURISHMENT

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# WEEK EIGHT

Intuition - the ability to know something instinctively, without conscious reasoning.





# INTUITION

Intuition is at the core of our personal power. Long thought of as purely woo-woo ideology, we now know the connection of the brain, gut, and heart across various body systems. The heart has neural cells, and the microbiome of the gut (with over 100 million neurons) is responsible for producing many neurotransmitters that impact our ability to critically think and manage our mood.



Our body possesses the ability to communicate with us in a myriad of ways, but we have been engrained to discredit 'gut instinct' or 'following your heart' as irresponsible, in favor of logical thinking alone. While our brains are our control center for decision-making, they are equipped to do so with information provided by our hearts and our guts.

To strengthen our intuition, or feel our options instinctively without justification, we have to make room for our intuitive abilities and honor them as equals to our knowledge in our intellect.

## INTUITION PRACTICE

*When faced with a difficult decision, take a moment to pause and close your eyes, asking yourself: "What is my logical response? What is my emotional response? Which of these does my gut connect to?"*

# INTUITION TOOL

Take a moment to clear your mind (e.g., a short meditation, workout, nature walk). As this practice calls on our deeper knowing, it helps to remove any potential distractions or “noise” before beginning.

Then, think of an open-ended question (i.e. not a “yes” or “no” question) and write it down.

For example:

What does “success” mean to me? In what ways does this perspective both serve and under-serve my needs?

When do I self-gaslight or self-betray? Who benefits when I do?

Where do I withhold rest? When did I learn to do this?

Rather than waiting for an answer to come to mind, use the next page to begin writing immediately. Sometimes, it helps to set a timer (e.g., 10 – 15 minutes), where you keep pen-to-paper for the duration of the time, so that you can fully drop-in.

Once complete, you can ask a second question. Or, express thanks to the wisdom which has already come forward and complete for the day.

*Suggested use: As part of your daily routine; or, when faced with a decision, which feels just beyond reach.*

WEEK EIGHT

*Intuition*

# INTUITION TOOL

*Suggested use: As part of your daily routine; or, when faced with a decision, which feels just beyond reach.*

WEEK EIGHT  
DATE:

*My intention for today is...*

# DAILY JOURNAL

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WHAT IS A GUT DECISION THAT  
I'VE TRUSTED RECENTLY?

MY CHOSEN NOURISHMENT

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WEEK NINE

*Embodiment*

# WEEK NINE

Embodiment - to give form



# EMBODIMENT

This week's exploration is, in fact, an invitation: to shift our mind as THE dominant source of wisdom and inspiration. You'll be challenged to embrace the language of your full self: heart, body, and gut.



The modern workplace - and greater society - lauds the mind as the primary modality for work. Thinkers and problem-solvers are regarded highly, and "thinking our way" through challenges is the currency of success. What would it mean to engage your full system of knowledge and intuition to help you make decisions and reconnect with your body's need? How would that change the way you work?

Embodiment allows us to explore full form of our experiences. It's what allows us to honor our intellect in addition to our intuition, emotions, and senses. When we develop intimacy with our inner landscape, we are able to work and live in a way that fully nourishes us.

## EMBODIMENT PRACTICE

*What is a decision that you've been hesitant or reluctant to make? In what ways have you experienced a physical or emotional response to the task at hand?*



# EMBODIMENT TOOL

Before you begin: If at any point you feel unsafe, pause, re-establish safety, and then decide if you'd like to continue. There may be parts of our body which are unavailable to us, at varying times. Body-scanning can help us in (re)establishing trust with our form so that we can bring more parts of us online; however, it's important that we honor our body's limits, even if we don't (yet) understand them.

To begin...

1. Find a comfortable seated or reclined position.
2. You may choose to close your eyes, visualizing each part of your body in your mind's eye; or keep your eyes open, physically shifting your gaze as you move your attention from one part of your body to the next.
3. Starting with your feet, and slowly working your way to your head, bring your awareness to each part of your body, one-by-one, noticing any sensations (e.g., tightness, temperature, movement, texture). You can also do this in the reverse - head to feet - if it feels more intuitive.
4. Be sure to fully connect with, or "scan," each part of your body before moving to the next. For example, scan your feet, taking time to notice sensations present in your toes, balls of your feet, heels, arch, ankle. Then, move to your legs, tuning-in to your calves, shins, knees, thighs, hamstrings.
5. While you're scanning, remember to also maintain deep, cyclical breathing.

*Suggested use: Before getting out of bed in the morning, between meetings, or as a way to usher in sleep.*

| DATE | <i>Feelings</i> | <i>Where do you feel<br/>the emotion in your<br/>body?</i> | <i>Why might you<br/>feel this way?</i> | <i>Accept your<br/>feelings</i> |
|------|-----------------|--|---|---------------------------------|
|      |                 |  |   |                                 |
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WEEK NINE  
DATE:

*My intention for today is...*

# DAILY JOURNAL

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HOW DID I SHOW UP  
TODAY?

MY CHOSEN NOURISHMENT

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# WEEK TEN

Compassion - an openness to suffering,  
with a commitment to relieve it.



# COMPASSION

Compassion is a skill that we typically exhaust as we extend it to others, and starve as we extend to ourselves. Compassion allows us to invite in receptivity and empathy in understanding. When we are compassionate to others' needs above our own, we overstep our own boundaries and expose ourselves to depletion.



If you are in a profession or community in which you find yourself continuously providing compassion and empathy to others, without providing and seeking the same for yourself, can diminish our resources, increase our stress and invite burnout. We are culturally conditioned to see caring for others as selfless, and caring for our self as selfish. Hard work is lauded as the chosen identity. Polite is inherently good.

In order to build our ability to offer ourselves compassion, we must honestly reflect on where we betray ourselves as we overextend for others. Caring for ourselves is essential.

## COMPASSION PRACTICE

*When have you recently doubted a decision that prioritized self above others? What were you choosing to say yes to in that decision (list all the things that come to mind)? What did you choose to say no to?*

# COMPASSION TOOL

As the body and mind are connected via the vagus nerve, mantras can serve as a powerful tool in modifying, and mending, our relationship with self.

Below, are several mantras designed to increase our capacity to be with what arises in each moment, and consciously choose our course of action. You may choose to say all, select the ones which resonate, or even create your own.

## Suggested mantras:

I am enough, I have enough, and I am doing enough.

I give myself permission to be right where I am today.

I respect the limits of my body.

I nourish myself with respect for the person I am and who I am becoming.

I create a space in my life where my needs can be met.

I am free to learn and grow at my own pace.

My focus is aligned with my best intentions for myself.

After saying the statements, give yourself a few moments in silence to allow them to fully land. You may choose to accompany this practice with journaling to note (and process) any thoughts, sensations, emotions, etc. which may surface.

*Suggested use: Repeated in the morning, for 5 minutes (to ground your day). Or, said throughout the day or in the evening (to re-center you).*



WEEK TEN  
DATE:

*My intention for today is...*

# DAILY JOURNAL

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MY MANTRA TODAY IS:

MY CHOSEN NOURISHMENT

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- ♦
- ♦
- ♦

# WEEK ELEVEN

Support - to give assistance.



# SUPPORT

Asking for the support we need is challenging in the midst of a culture that praises and idolizes independence. Often, the process can be messy, as those we seek support from don't know or understand how to provide it in the ways that we most need.



However, support is something that, when present, we feel on all levels. It affects our overall well-being, improves our coping skills, reduces anxiety and depression, and extends our overall life-expectancy. This is why those who face challenge with support experience success and growth. This is also why an absence of support, reward, or recognition is one of the biggest contributors to burnout.

Without physical, mental, emotional or spiritual support, we cannot endure or prosper in the challenges of our season. In order to receive the support we need, we must get clear on expectations and execution.

## SUPPORT PRACTICE

*At the family table, ask each member "What feels overwhelming to you at the moment? What support do you need to lessen the burden?" Listen without making suggestions and ask the same of others.*

# SUPPORT TOOL

This week's tool is a practice in giving voice to our needs. To begin, identify the areas of your life that you currently feel you aren't receiving enough/any support. This may be in your work (from a boss or peers), at home (from partners or children), or within your community.

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Non-violent communication, developed by Marshall Rosenberg, is a dialogue framework comprised of 4 steps:

1. What I observe [see, hear] is...
2. How I feel [emotion or sensation rather than thought] is...
3. What I need or value [rather than a preference or specific action] is...
4. The concrete actions I would like taken are...

Together, it looks like:

“When I [see, hear]... I feel...because I need/value... Would you be willing to...?”

*Suggested use: In your conversations, as you interact throughout the day.*

WEEK ELEVEN  
DATE:

*My intention for today is...*

# DAILY JOURNAL

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WHAT SUPPORT DO I NEED TO  
MANAGE OVERWHELM TODAY?

MY CHOSEN NOURISHMENT

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# WEEK TWELVE

Community - nurturing human connection.





# COMMUNITY

While burnout is an extremely personal and intimate experience, recovery from it cannot be realized by ourselves alone. Because we know that burnout is most often a result of lack of support, it then is dependent upon the strength of community to shift our experience.



When it feels as though authentic community and interpersonal connection is no longer accessible to us, we are likely to believe that we are alone in our efforts to heal and to grow. Community is one of our greatest determinants of health - gathering has been an integral part of our survival, and being human means living in community.

It is within community that we establish the ability to grow a fulfill through our relational neuroscience and actively seek out those connections that enable our flourishing.

## COMMUNITY PRACTICE

*Consider a project or task that has brought you stress, and create an intention for the power you hold to complete it in full. Align your intention with your values and priorities.*

# COMMUNITY TOOL

The people with whom we engage most, have the greatest impact on our relational health. Therefore, if we want to evaluate the strength of our community, it's important to first look at how our closest relationships have "wired" our brains and bodies to derive satisfaction from our connections.

To begin, make a list of the people with whom you engage the most, regardless of whether the relationship is good, bad, strained, etc. This may include people with whom you spend the greatest face-to-face time (i.e. coworkers, neighbors, carpool partners, acquaintances) or dedicate the largest mental time (i.e. the people, for better or worse, that you think about the most either worrying, loving, or feeling annoyed).

Now, put the names in order of time spent.

Next, put a star next to the top five names. These are the relationships that most dramatically influence your relational health.

*Suggested use: Seasonally.*

# COMMUNITY TOOL

Consider:

What do you notice about the top 5 names on your list?

What need(s) do these 5 people support (i.e. belonging, safety)? What needs are unmet from these top 5 individuals?

Do your top 5 people model the qualities you wish to cultivate in your life?

What small changes could you make, to better support your relational needs?

You could repeat this exercise for the primary spaces you occupy - physically, mentally - evaluating which needs they meet and which qualities they reinforce. For example, do all of the ecosystems you are a part of mirror restoration, renewal, balance?

*Suggested use: Seasonally.*

WEEK TWELVE  
DATE:

*My intention for today is...*

# DAILY JOURNAL

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HOW WILL I ENGAGE WITH  
COMMUNITY TODAY?

MY CHOSEN NOURISHMENT

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THE FUTURE

*Growth*

# FINAL REFLECTION



As you consider your growth over the past twelve weeks, where do you recognize change in habits and behaviors? How has this helped to improve life? What do you now think is possible as you transition to spring?

# YOUR DAILY TOOLKIT

|  |  |   |
|--|--|---|
| Supplement Vitamin D                       | Choose nutrient-dense foods to combat stress                   | Allocate 15-30 minutes for eating meals (no multitasking) |
| Connect with someone dear                  | Boost your happy hormones through food, movement, and laughter | Catalog the wins and achievements of your day and week    |
| Spend time outside in nature               | Adhere to sleep routine  | Meditate or spend 10 minutes with deep breathing          |
| Ask for support from your immediate circle | Drink 5 oz every hour you're awake                             | Uphold boundaries that honor your values and priorities   |



## CONCLUSION

## *Renew*

Change in habit alone is impossible: true, sustainable action also addresses our beliefs and our identities. It is for this reason that this companion workbook has led you through the season in learning and reflecting on the action, beliefs and identities that contribute to our burnout, and therefore need to be replaced.

It is possible for you to work well and possess value while still centering your physical, emotional and mental needs as priority. You are your best resource. Take time to renew.



*Thank you*

*Renew is a guide that can be reused and revisited as needed to strengthen your relationship to your entire being, the logical and the emotional. We would be honored to receive your feedback on how this companion has furthered your growth.*



NEED MORE INSIGHT & SUPPORT?

# BOOK A CONSULTATION

Perhaps you've found an inner-resistance to change as you've worked through this companion workbook, or maybe you desire more growth beyond this season. Coaching may be an ideal fit for you, a way to access unbiased support and accountability towards shifting your habits in managing stress and increasing energy. To discover more, email [info@miltoncc.com](mailto:info@miltoncc.com) to receive a complimentary consultation booking link.

*Email [info@miltoncc.com](mailto:info@miltoncc.com) to book*

