

BURNOUT RECOVERY TOOLKIT

A Guide to Reclaiming Your Mental Energy



Presented by klewshare.org



DISCLAIMER

This workbook is not a substitute for professional mental health care.

Please consult a licensed therapist or healthcare provider for medical advice or treatment. The tools and activities within are intended for self-reflection and general support, not diagnosis. Always seek the advice of a qualified professional with any questions you may have regarding a mental health condition.

-knilsontheauthorTM
for klewshare.org

LET'S GET STARTED!



CONTENTS

2

THE BURNOUT SELF-CHECK

3

THE MENTAL ENERGY TRACKER

4

THE DAILY RESET PLAN

5-6

A JOY & CONNECTION MENU

7

BUILDING YOUR BOUNDARIES

8

RECONNECTION RESOURCES

9

BONUS: 5-DAY RESET CHALLENGE

SELF-CHECK

Use this simple self-check to identify signs of burnout. Circle the frequency that best reflects your experience over the past two weeks.

Statement	Never	Sometimes	Often	Always
I feel mentally and physically exhausted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I struggle to find motivation for tasks I used to enjoy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel detached or emotionally numb.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My sleep is disrupted (too much or too little).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel overwhelmed, even by small things.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I find myself withdrawing from people or activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you marked "Often" or "Always" for three or more, consider implementing rest and recovery strategies and speaking with a mental health professional.

MENTAL ENERGY TRACKER

Track your energy and mood throughout the week to identify patterns and restore balance.

Day	Morning Energy	Midday Mood	Evening Stress Level	Notable Triggers or Highlights
Mon	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	😊 😐 😞	😌 😬 😫	
Tue	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	😊 😐 😞	😌 😬 😫	
Wed	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	😊 😐 😞	😌 😬 😫	
Thu	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	😊 😐 😞	😌 😬 😫	
Fri	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	😊 😐 😞	😌 😬 😫	
Sat	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	😊 😐 😞	😌 😬 😫	
Sun	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	😊 😐 😞	😌 😬 😫	



DAILY RESET PLAN

Take 5 minutes each morning or evening to complete this reset planner. Post this near your desk or bedside to keep your self-care plan in sight.

Today, one thing I will say no to:

One way I will rest or reset today:

One boundary I will protect:

Today I will reconnect with:

My intention for today:





JOY & CONNECTION MENU

Choose one joy-builder or social reconnection activity per day.

Quick Joy Builders:

- ☀️ Step outside for 10 minutes
- 🎵 Listen to your favorite song
- 📖 Read a poem or short story
- 🎨 Doodle or color mindlessly
- ☕ Sip your coffee/tea slowly

Micro-Connection Ideas:

- 📞 Call or text a friend
- 🐾 Spend time with a pet
- ✉️ Write a short note or email of gratitude
- 👤 Smile and greet someone around you
- 🧘 Attend a virtual support group or mindfulness session





WHAT'S YOUR CUSTOM JOY & CONNECTION MENU?

Add your own joy-builder or social reconnection!

My Additions

1. _____

2. _____

3. _____



BUILD YOUR BOUNDARIES

*Use this worksheet to define your
healthy limits.*

What drains your energy the most?

**What time of day do you need
protected time for yourself?**

One digital boundary I will set:

**One script you can use to protect
your time: "Thanks for reaching out.
I'm not available after [time], but I
can connect [later time]."**

**Boundary Reminder Affirmation: "My time and energy are valuable. I do not have to
explain or apologize for protecting my well-being."**



RECONNECTION RESOURCES

*A quick guide to healing tools and
support:*

Suggested Apps for Rest + Mindfulness:

- Calm
- Headspace

Mental Health Support:

- 988 Suicide & Crisis Lifeline

Therapy apps:

- BetterHelp
- Talkspace

Books:

- Burnout by Emily Nagoski and Amelia Nagoski
- Factor Me by Kellee-Ann Wilson
- Set Boundaries, Find Peace by Nedra Glover Tawwab

Free Tools:

- klewshare.org/MHAM



BONUS: 5-DAY RESET CHALLENGE

Rebuild your energy with this simple challenge. One small win per day.

- Day 1 – Do nothing for 10 minutes. No guilt. Just rest.
- Day 2 – Say "no" to one thing that drains you.
- Day 3 – Try a joyful activity for 15 minutes.
- Day 4 – Reflect: What gave me energy today?
- Day 5 – Set one new boundary and affirm it.

*You've made space to
reset. Keep going.
You're worth the
recovery!*

-KwilsontheauthorTM
for klewshare.org

Copyright and Trademark Notice:

This document and its contents are protected by copyright and trademark laws. Unauthorized reproduction, distribution, or modification of any part of this content without explicit permission is strictly prohibited.



Want more content?

WEBSITE: <https://klewshare.org/>

YOUTUBE: @klewshare

INSTAGRAM: @klewshare

EMAIL: contact@klewshare.org