



OFFLEASH GROWTH PARTNER

The Energy Blueprint: 5 Steps to Prevent Burnout



Five Practical Steps to Prevent Burnout

Learn how to protect your energy, create healthier habits, and build a sustainable career without sacrificing yourself.

Introduction

Most people believe burnout comes from working too much. It doesn't. Burnout happens when your energy is continually drained without giving yourself opportunities to recharge.

Think of yourself like a rechargeable battery. Every difficult client, emergency, interruption, skipped lunch, and unfinished task drains your battery. Good habits recharge it. The goal isn't to avoid hard work.

Your goal by the end of this is to stop living below 50%.

THE STEPS

- ① **Protect Your Charge** (Boundaries)
- ② **Manage Your Power** (Discipline)
- ③ **Share the Load** (Delegation)
- ④ **Stay Connected** (Communication)
- ⑤ **Recharge Your Battery** (Self-Care)

● Look for the helpful hints!

ENERGY TIP

At the end of each section, do an "Energy Check":

- What drained my energy today?
- What recharged my energy today?
- What is one thing I'll do tomorrow to protect my battery?

Take a break if your energy is low!



Protect Your Charge

Set Boundaries

Boundaries aren't about controlling other people. They're about protecting your own energy.

A healthy boundary might be taking your scheduled lunch break, leaving work on time when possible, or letting your team know you'll be unavailable for thirty minutes while you recharge.

The key is consistency.

A boundary only works if you protect it. If you continually allow others to push past it, it eventually stops being a boundary at all.

That doesn't mean boundaries should be rigid or inconsiderate. There will always be moments when your team needs your help. The goal is finding the balance between supporting others and sacrificing yourself every single day.

When your battery is full, you're better equipped to help everyone around you.

Examples:

- ✓ Taking a lunch break
- ✓ Leaving on time
- ✓ Turning work notifications off after hours
- ✓ Asking for help before you're overwhelmed
- ✓ Saying "I can do that tomorrow."



ENERGY TIP

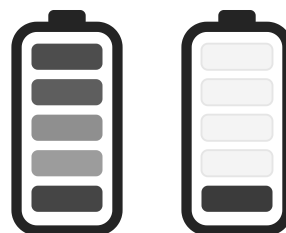
Sharing the same or similar boundaries with team members increases the chances of success.

Worksheet

Energy Boundaries

What drains my battery most?

- ☐ Interruptions
- ☐ Skipping lunch
- ☐ Staying late
- ☐ Taking work home
- ☐ Saying yes too often
- ☐ Other _____



Three boundaries I want to protect

1. _____
2. _____
3. _____

How will I communicate these?

What counts as an emergency?

Who can help while I'm unavailable?

ENERGY CHECK

How charged do I feel?



100%



75%



50%



25%



10%



Manage Your Power

Practice Discipline

Discipline isn't about perfection.

It's about making choices today that prevent unnecessary stress tomorrow. Imagine your future self as an energy savings account.

Every unfinished task, every postponed responsibility, and every "I'll get to it later" is a withdrawal from tomorrow's energy. Eventually, future you inherits today's unfinished work while still managing tomorrow's responsibilities.

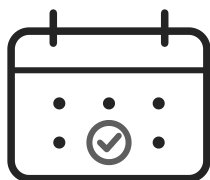
One of the easiest ways to stay disciplined is with a simple priority system.

Instead of one overwhelming to-do list, organize your day into four categories:

- **Important:** Tasks that must be completed today.
- **Delegate:** Work someone else can handle.
- **Self-Care:** Breaks and activities that recharge your energy.
- **Extra:** Nice-to-have tasks if time allows.

This simple framework helps you focus on what matters most without feeling overwhelmed by everything else.

Use the To-Do List Format on the next page. Only add what you know you can complete in one day. Whatever doesn't get finished, move it to the next day. If you keep moving that task, it might be time to delegate it.



ENERGY TIP

Future You is your energy savings account. Today's discipline protects tomorrow's energy.

To-Do List

Important

- ★ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Delegate

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Self-Care

- ★ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Extra

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Put today's most important task by the ★.

Put what would recharge your battery the most today by the ★.

ENERGY CHECK

How charged do I feel?



100%



75%



50%



25%



10%



Share the Load

Delegate

Many leaders fall into the trap of believing they have to do everything themselves.

In reality, trying to do everything guarantees you'll eventually run out of energy. Delegation isn't giving work away. It's building trust, developing your team, and creating a business that doesn't depend on one person carrying the entire workload.

Whenever a task lands on your desk, ask yourself four questions:

1. Can only I do this?
2. Who on my team could successfully handle this?
3. Is there a tool, system, or outside service that could do this instead?
4. What would someone need from me to take ownership of this task?

Delegation often requires more effort at first because you're teaching someone else. But every task you successfully delegate gives you back time and energy in the future.

Here's another way to think about it: if you had to step away from work tomorrow, would everything come to a halt?

If the answer is yes, you aren't just risking your own burnout; you're putting your entire team at risk as well.

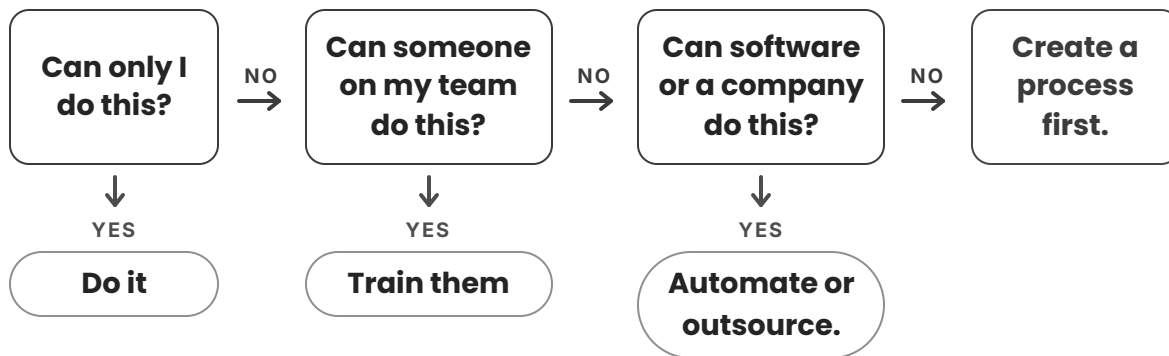


ENERGY TIP

Delegate outcomes, not just tasks. Instead of telling someone every step, clearly communicate the desired result, timeline, and expectations. Empowering others builds confidence while freeing your energy for higher-value work.

Worksheet

- Find 5 tasks that you can delegate this month



Task: _____

Can only I do this? Yes / No _____

Who could own it? _____

What training would they need? _____

Deadline: _____

Follow-up Date: _____

Challenge

List 5 things you currently do that someone else could eventually own.

1. _____
2. _____
3. _____
4. _____
5. _____

ENERGY CHECK

How charged do I feel?



100%



75%



50%



25%



10%



Stay Connected

Communicate Clearly

Poor communication creates unnecessary work.

It leads to confusion, repeated questions, duplicated effort, and avoidable mistakes, all of which drain everyone's battery.

Good communication doesn't mean having more meetings.

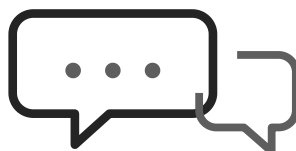
It means using the right type of communication for the situation.

Daily huddles should be short, focused, and energizing. In just 10 to 15 minutes, your team can review priorities, identify challenges, celebrate wins, and make sure everyone starts the day on the same page.

Monthly team meetings are different. These are opportunities to discuss bigger goals, recognize accomplishments, solve problems together, and strengthen collaboration.

Not every message requires a meeting. Sometimes an email, communication board, or shared document is the most efficient way to keep everyone informed.

Clear communication reduces stress because everyone knows what's expected and where to find the information they need.



ENERGY TIP

Poor communication drains everyone's battery. 

Clear communication charges the whole team. 

Worksheet

Which communication tool should I use?

Email:

- ✓ Information
- ✓ Instructions
- ✓ Documentation

Should include

Purpose

Action needed

Deadline

Huddle (10–15 min):

Today's priorities

Schedule changes

Wins

Questions

Roadblocks

Team Meeting:

Monthly - Provide an agenda

Business updates

Wins

Training

Challenges

Ideas

Recognition

Action items

Communication Board:

Daily reminders

Birthdays

Upcoming events

Schedules

Announcements

Not for:

Long discussions

Complaints

Urgent issues

ENERGY CHECK

How charged do I feel?



100%



75%



50%



25%



10%



Recharge Your Battery

Self-Care

You can't continue giving energy to everyone else if your own battery is empty. Self-care isn't selfish. It's maintenance.

For many professionals, especially those in caregiving industries, basic needs are often the first things sacrificed.

Those habits don't make you dedicated. They slowly wear down your ability to perform at your best.

Physical Recharge

- ☐ Drink water
- ☐ Eat lunch
- ☐ Stretch
- ☐ Walk
- ☐ Exercise
- ☐ Sleep

Mental Recharge

- ☐ Read
- ☐ Listen to music
- ☐ Meditate
- ☐ Journal
- ☐ Learn something new

Digital Recharge

- ☐ Put the phone away
- ☐ Turn off notifications
- ☐ Spend one hour offline
- ☐ Go outside

Emotional Recharge

- ☐ Family time
- ☐ Friends
- ☐ Laugh
- ☐ Spend time with pets
- ☐ Volunteer

ENERGY TIP

 **10 intentional minutes** can restore the energy you need to finish your day stronger.

Worksheet

What activities recharge me the most?

1. _____
2. _____
3. _____

What usually drains my battery?

1. _____
2. _____
3. _____

This week I will commit to:

 **ENERGY CHECK**

How charged do I feel?



100%



75%



50%



25%



10%

Keep Your Battery Charged

Every day, ask yourself:

How full is my battery today?

What drained it?

What recharged it?

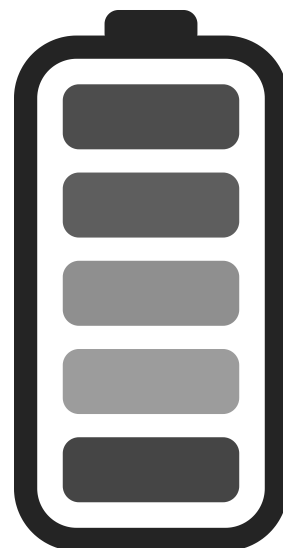
What can I change tomorrow?

Remember:

First **protect** your energy, then **manage** it, **share** unnecessary load, **prevent energy leaks**, and finally **recharge**.

- ✓ **Boundaries** protect your energy.
- ✓ **Discipline** protects your future.
- ✓ **Delegation** multiplies your impact.
- ✓ **Communication** reduces unnecessary stress.
- ✓ **Self-care** restores your capacity.

Burnout isn't a badge of honor. It's a warning light. The goal isn't to push harder; it's to protect your energy so you can continue doing meaningful work without running yourself empty.



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