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Mental Health & Wellbeing

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This workbook has been created by Safe Haven Connect CIC to provide general mental health information, self-help ideas and wellbeing activities.

It is intended for educational and personal wellbeing purposes only and is not a substitute for professional medical advice, diagnosis or treatment.

Safe Haven Connect CIC is not a healthcare provider, and the information in this workbook should not be relied upon as medical, psychological or clinical advice.

If you are concerned about your mental or physical health, or if your symptoms are severe, persistent or getting worse, please seek support from your GP or another qualified healthcare professional.

If you or someone else is at immediate risk of harm or you are experiencing a mental health crisis, contact your local emergency services or an appropriate crisis support service immediately.

By using this workbook, you acknowledge that you are responsible for your own wellbeing and decisions.

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Burnout Recovery Workbook

Understanding Burnout • Recovering One Step at a Time

PAGE 1 – Understanding Burnout

♥ What is Burnout?

Burnout is a state of emotional, physical and mental exhaustion that develops after long periods of stress, pressure or feeling overwhelmed.

It can affect anyone—parents, carers, students, healthcare workers, business owners, employees and volunteers.

Burnout doesn't mean you're weak.

It often means you've been trying to stay strong for too long without enough time to rest and recover.

💚 Burnout can affect your:

🧠 Thoughts

Difficulty concentrating

Forgetfulness

Negative thinking

Feeling overwhelmed

❤️ Emotions

Feeling emotionally drained

Irritable

Tearful

Hopeless

💪 Body

Constant tiredness

Headaches

Poor sleep

Muscle tension

Reflection

Which area affects you the most?

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PAGE 2 – Recognising the Signs

 Tick any signs you've noticed recently

- ☐ I wake up feeling exhausted.
- ☐ I don't enjoy things like I used to.
- ☐ Small jobs feel difficult.
- ☐ I feel overwhelmed most days.
- ☐ I struggle to switch off.
- ☐ I feel emotionally numb.
- ☐ I become frustrated easily.
- ☐ I avoid people.
- ☐ I feel guilty when I rest.
- ☐ I constantly feel under pressure.

☐ My sleep has changed.

☐ I feel like I'm just surviving.

♥ Think About It

When did you first notice these changes?

What do you think has contributed to your burnout?

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PAGE 3 – Self-Help Guide

♥ Recovery Starts With Small Steps

Burnout recovery doesn't happen overnight.

Choose one or two of these today.

♥ Drink enough water.

♥ Eat regular meals.

♥ Go outside for fresh air.

♥ Take five slow, deep breaths.

♥ Turn your phone off for 30 minutes.

♥ Ask someone for help.

♥ Say "no" to one unnecessary task.

♥ Spend ten minutes doing something you enjoy.

♥ Stretch your body.

♥ Go to bed a little earlier tonight.

♥ My Recovery Goal Today

♥ One thing I will stop expecting from myself

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PAGE 4 – My Burnout Check-In

Date

My energy today

★ 1 ★ 2 ★ 3 ★ 4 ★ 5 ★ 6 ★ 7 ★ 8 ★ 9 ★ 10

Right now I feel...

What's draining my energy?

What helped me today?

One thing I'm proud of today

♥ Remember

Recovery isn't about becoming who you used to be.

It's about creating a healthier future where your wellbeing matters too.

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Educational pages

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PAGE 5 – Understanding Your Triggers

Burnout often builds over time. Recognising what drains your energy is an important step towards recovery.

♥ Which of these contribute to your burnout?

☐ Work pressure

☐ Financial worries

☐ Caring for others

☐ Family responsibilities

- ☐ Poor sleep
- ☐ Long working hours
- ☐ Health problems
- ☐ Feeling alone
- ☐ Trying to be perfect
- ☐ Saying "yes" too often
- ☐ Social media
- ☐ Other:

♥ My biggest trigger is...

♥ One thing I could change is...

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PAGE 6 – Learning to Rest

♥ Rest is not giving up.

Rest helps your body and mind recover.

Taking time for yourself isn't selfish—it's necessary.

♥ Healthy ways to rest

- ☐ Read a book
- ☐ Sit outside
- ☐ Listen to music
- ☐ Have a bath or shower
- ☐ Practice deep breathing
- ☐ Spend time in nature
- ☐ Watch your favourite film
- ☐ Switch your phone off
- ☐ Have an early night
- ☐ Simply do nothing for 10 minutes

♥ What helps me recharge?

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PAGE 7 – Setting Healthy Boundaries

Burnout often happens when we constantly put other people before ourselves.

Remember...

♥ You don't have to say yes to everything.

♥ It's okay to ask for help.

♥ You deserve time to rest.

♥ This week I will say "No" to:

♥ This week I will say "Yes" to:

♥ One healthy boundary I want to set is:

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PAGE 8 – Weekly Recovery Planner

♥ This week's priority

♥ Three small goals

1.

2.

3.

♥ How will I look after myself this week?

☐ Drink enough water

☐ Eat regular meals

- ☐ Get enough sleep
- ☐ Exercise gently
- ☐ Spend time outdoors
- ☐ Practice mindfulness
- ☐ Take regular breaks
- ☐ Speak kindly to myself
- ☐ Connect with someone I trust
- ☐ Make time to relax

♥ At the end of this week, I hope to feel...

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PAGE 9 – Looking After Your Body

Your physical health and mental health are closely connected. Small daily habits can make a real difference to your recovery.

♥ Tick the habits you'd like to work on

- ☐ Drink more water

- ☐ Eat regular meals
- ☐ Reduce caffeine
- ☐ Go for a short walk
- ☐ Stretch for 10 minutes
- ☐ Get fresh air
- ☐ Improve my sleep routine
- ☐ Reduce screen time before bed
- ☐ Spend time in nature
- ☐ Slow down and take breaks

♥ One healthy habit I'll start this week

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PAGE 10 – Managing Stress

Stress is part of life, but too much stress for too long can lead to burnout.

♥ When I feel stressed I can...

- ☐ Take five slow breaths

- ☐ Go outside
- ☐ Listen to calming music
- ☐ Journal my thoughts
- ☐ Talk to someone
- ☐ Take a short break
- ☐ Stretch my body
- ☐ Practice mindfulness
- ☐ Read a book
- ☐ Have a warm drink

♥ My favourite way to relax

♥ One thing causing me stress today

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PAGE 11 – Celebrate Small Wins

Recovery isn't measured by huge changes.

It's measured by the small things you keep doing.

♥ Today I achieved...

♥ Something I'm proud of

♥ Someone who has supported me

♥ One positive thing that happened today

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PAGE 12 – Building a Healthier Tomorrow

Burnout recovery is about creating a life that supports your wellbeing.

My Recovery Plan

I want to do more of...

I want to do less of...

Three promises to myself

1.

2.

3.

Remember

You don't have to recover all at once.

Every time you choose to rest, ask for help, or show yourself compassion, you're moving in the right direction.

Be patient with yourself.

You deserve to feel well again. ❤️

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PAGE 13 – Identifying Negative Thoughts

When we're burnt out, our thoughts can become harsh and critical. Learning to notice these thoughts is the first step towards changing them.

❤️ Have you caught yourself thinking...

- ☐ "I'm not doing enough."
- ☐ "I can't cope."
- ☐ "I'm letting everyone down."
- ☐ "I should be stronger."
- ☐ "I don't have time to rest."
- ☐ "Everyone else manages better than me."
- ☐ Other:

❤️ Write one negative thought you've had recently

♥ Can you replace it with a kinder thought?

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PAGE 14 – Practising Self-Compassion

Recovery begins when we start treating ourselves with the same kindness we would offer a friend.

♥ Complete these sentences

Today I forgive myself for...

Today I am proud of myself because...

Today I will remind myself...

Daily Affirmations

- ☐ I am enough.
- ☐ I deserve to rest.
- ☐ I am doing my best.
- ☐ My wellbeing matters.
- ☐ Small steps are still progress.

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PAGE 15 – Building Your Support Network

You don't have to recover alone.

People I can turn to

Family

Friends

Work Colleague

Healthcare Professional

Support Organisation

Other

♥ If I begin to feel overwhelmed I will...

- ☐ Talk to someone.
- ☐ Go for a walk.
- ☐ Practice breathing exercises.
- ☐ Journal my thoughts.
- ☐ Take a break.
- ☐ Ask for help.

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PAGE 16 – My Recovery Reflection

Take a moment to recognise how far you've come.

♥ Since starting this workbook...

The most helpful thing I've learned is...

The biggest change I've noticed is...

One thing I'll continue doing is...

♥ Final Reminder

Burnout recovery isn't about becoming the person you used to be.

It's about creating a healthier, happier version of yourself.

Every time you choose rest, self-care and compassion, you're investing in your future.

Keep going—you are making progress. ♥

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Sleep is one of the most important parts of burnout recovery. Even if you can't sleep perfectly, creating a calming bedtime routine can help your body and mind recover.

♥ Tonight I will try to:

- ☐ Go to bed at the same time.
- ☐ Turn off my phone 30 minutes before bed.
- ☐ Read a book.
- ☐ Avoid caffeine late in the day.
- ☐ Practice deep breathing.
- ☐ Keep my bedroom calm and quiet.
- ☐ Listen to relaxing music.
- ☐ Write down tomorrow's tasks before bed.

♥ Tonight I want to improve...

PAGE 18 – Learning To Slow Down

Many people experiencing burnout feel guilty when they stop.

The truth is...

Rest is not wasting time.

Rest allows your mind and body to recover.

♥ Today I gave myself permission to...

- ☐ Take a break.
- ☐ Sit quietly.
- ☐ Read.
- ☐ Listen to music.
- ☐ Spend time outdoors.
- ☐ Enjoy a hobby.
- ☐ Do nothing for a while.
- ☐ Say no without feeling guilty.

♥ What helps me slow down?

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PAGE 19 – Finding Joy Again

Burnout can make life feel dull and exhausting.

Recovery often begins by reconnecting with small moments of joy.

♥ Circle the things that make you smile

😊 Music

😊 Nature

😊 Pets

😊 Friends

😊 Family

😊 Reading

😊 Gardening

😊 Walking

😊 Cooking

😊 Photography

😊 Art

😊 Watching films

😊 Board games

😊 Coffee or tea

😊 Other:

♥♥ One thing I'll make time for this week

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PAGE 20 – My Weekly Reflection

Take a few minutes to look back on your week.

♥♥ This week I am proud that I...

♥♥ Something I found difficult was...

♥♥ Something that helped me was...

♥ Next week I will focus on...

♥ Remember

Recovery isn't about rushing.

It's about giving yourself permission to heal, one day at a time.

Every small step you take matters.

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PAGE 21 – Managing Your Time

Burnout often leaves us feeling like there aren't enough hours in the day. Learning to prioritise can help reduce pressure.

♥ Today's Priorities

Most Important

Can Wait Until Tomorrow

I Can Ask Someone Else To Help With

♥ Remember

You don't have to do everything today.

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PAGE 22 – Letting Go of Perfection

Many people experiencing burnout place impossible expectations on themselves.

♥ Do you ever think...

- ☐ Everything has to be perfect.
- ☐ I can't make mistakes.
- ☐ I should always be productive.
- ☐ I feel guilty when I rest.
- ☐ I worry about disappointing others.

♥ Replace perfection with progress.

Instead of asking...

"Did I do everything?"

Ask yourself...

"Did I do my best today?"

Today's Reflection

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PAGE 23 – Breathing For Calm

When stress builds, your breathing often becomes quicker and shallower.

Taking a few slow breaths can help calm your mind and body.

♥ Try this exercise

Breathe in slowly through your nose for 4 seconds.

Hold your breath for 2 seconds.

Breathe out gently through your mouth for 6 seconds.

Repeat this five times.

♥ Before the exercise I felt...

♥ After the exercise I feel...

Remember

You can return to this exercise whenever life feels overwhelming.

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PAGE 24 – Looking Forward

Recovery isn't about going back to who you were.

It's about building a healthier future.

♥ In the next month I would like to...

♥ Three things I'll continue doing

1.

2.

3.

♥ My message to myself

♥ Final Thought

Every small act of self-care is an investment in your future.

Keep moving forward at your own pace.

You are stronger than you think.

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PAGE 25 – Eating to Support Your Wellbeing

When you're experiencing burnout, preparing healthy meals can feel difficult. Remember, eating something nourishing is better than skipping meals altogether.

♥ Simple ways to support your body

- ☐ Drink plenty of water.
- ☐ Eat regular meals.
- ☐ Include fruit or vegetables each day.
- ☐ Choose slow-release energy foods such as oats, wholegrains or rice.
- ☐ Reduce sugary snacks where possible.
- ☐ Don't be hard on yourself if every meal isn't perfect.

♥ Today's meals

Breakfast

Lunch

Evening Meal

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PAGE 26 – Move at Your Own Pace

Exercise doesn't have to be intense to be helpful.

Small amounts of movement can improve your mood, reduce stress and boost your energy over time.

♥ Choose an activity

- ☐ 10-minute walk
- ☐ Gentle stretching
- ☐ Gardening
- ☐ Yoga
- ☐ Dancing
- ☐ Housework
- ☐ Cycling
- ☐ Playing with children or pets
- ☐ Other

♥ How did moving make me feel?

♥ Remember

Moving your body is an act of self-care, not punishment.

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PAGE 27 – My Gratitude Journal

Even on difficult days, there can be small moments worth noticing.

Today's gratitude:

♥ I am grateful for...

1.

2.

3.

♥ Something that made me smile today

♥ One positive thing about myself

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PAGE 28 – My Weekly Progress

Recovery is about progress, not perfection.

♥ This week I achieved...

☐ I rested when I needed to.

☐ I drank more water.

☐ I asked for help.

☐ I took regular breaks.

☐ I spent time outdoors.

☐ I practised self-care.

☐ I managed my stress better.

☐ I was kinder to myself.

♥ The biggest lesson I learned this week

♥ One thing I will carry into next week

♥ Remember

Recovery isn't measured by how fast you move forward.

It's measured by your willingness to keep taking small steps, even on the hard days.

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PAGE 29 – Mindfulness: Being Present

When we're burnt out, our minds often race ahead to tomorrow or replay yesterday. Mindfulness is about gently bringing your attention back to the present moment.

💚 Try this exercise

Pause for one minute and notice:

👁️ 5 things you can see

👂 4 things you can hear

👐 3 things you can feel

👃 2 things you can smell

👅 1 thing you can taste

💚 How do I feel now?

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PAGE 30 – My Stress Triggers

Understanding your stress triggers can help you manage them before they become overwhelming.

Things that increase my stress

- ☐ Work
- ☐ Family
- ☐ Finances
- ☐ Poor sleep
- ☐ Health
- ☐ Relationships
- ☐ Too many responsibilities
- ☐ Social media
- ☐ Other

My biggest stress trigger is...

One way I can reduce this stress is...

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PAGE 31 – My Self-Care Plan

Self-care isn't selfish—it's an important part of protecting your wellbeing.

 This week I will make time to:

- ☐ Read
- ☐ Walk
- ☐ Listen to music
- ☐ Spend time with family
- ☐ Journal
- ☐ Practice breathing exercises
- ☐ Enjoy a hobby
- ☐ Watch a favourite film
- ☐ Have an early night
- ☐ Take regular breaks
- ☐ Spend time outdoors
- ☐ Other

♥ One act of kindness I'll show myself this week

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PAGE 32 – Looking Back, Moving Forward

Take a moment to recognise the progress you've made.

♥ Since beginning this workbook...

I have learned...

I have become better at...

I would like to continue...

Remember

Burnout recovery is a journey.

Some days will feel easier than others, and that's okay.

Every time you choose to rest, ask for help, set a healthy boundary or take care of yourself, you're making progress.

Keep believing in yourself. You deserve a life that includes rest, balance and wellbeing. 

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PAGE 33 – Preventing Burnout Returning

Recovery doesn't end when you start feeling better. Looking after your wellbeing regularly can help reduce the risk of burnout returning.

Healthy habits I want to keep

- ☐ Taking regular breaks
- ☐ Drinking enough water
- ☐ Sleeping well
- ☐ Asking for help
- ☐ Spending time outdoors
- ☐ Setting healthy boundaries

- ☐ Exercising gently
- ☐ Taking time to relax
- ☐ Spending time with loved ones
- ☐ Saying "no" when needed

♥ The habit I want to focus on most is...

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PAGE 34 – My Personal Wellbeing Toolkit

Everyone has different ways of coping. Build your own toolkit so you know what helps when life feels overwhelming.

♥ Things that help me feel calmer

- ☐ Deep breathing
- ☐ Listening to music
- ☐ Going for a walk
- ☐ Journaling
- ☐ Talking to someone

- ☐ Reading
- ☐ Spending time in nature
- ☐ Meditation
- ☐ Gardening
- ☐ Watching a favourite film
- ☐ Playing with a pet
- ☐ Other

♥ My "go-to" coping strategy is...

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PAGE 35 – My Support Plan

You don't have to manage burnout on your own.

♥ People I can contact

Family

Friend

Work Colleague

Healthcare Professional

Support Organisation

♥ If I begin to struggle again, I will...

- ☐ Talk to someone.
- ☐ Take a break.
- ☐ Review this workbook.
- ☐ Practice breathing exercises.
- ☐ Reduce my workload if possible.
- ☐ Make time for rest.
- ☐ Reach out for support.

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PAGE 36 – My Commitment to Myself

Recovery is an ongoing journey.

Take a moment to make a commitment to your future wellbeing.

♥ I promise myself that I will...

♥ Three things I want to remember

1.

2.

3.

♥ Final Reflection

One sentence I'll carry with me:

Remember

You have completed an important step by working through this workbook.

Be proud of yourself.

Continue to take one day at a time, celebrate small victories and remember that asking for support is a sign of strength.

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PAGE 37 – Your Personal Recovery Plan

Recovery is personal. There is no right or wrong way to heal. Use this page to create a simple plan that works for you.

My wellbeing goals

This month I want to...

I will make more time for...

I will spend less time...

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PAGE 38 – My Weekly Wellbeing Check-In

Take a few minutes at the end of each week to reflect.

♥ This week I...

☐ Took regular breaks

☐ Slept well

☐ Ate balanced meals

☐ Drank enough water

☐ Asked for help

☐ Exercised

☐ Relaxed

☐ Looked after myself

☐ Connected with someone

☐ Practised self-care

This week's biggest achievement

Next week's focus

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PAGE 39 – Helpful Reminders

When life feels overwhelming, remember these gentle reminders.

 I don't have to do everything today.

 Rest is part of being healthy.

 Small steps are still progress.

 My wellbeing matters.

 It's okay to ask for help.

 I deserve kindness, especially from myself.

♥♥ One difficult day doesn't define me.

♥♥ I am stronger than I think.

♥♥ Healing takes time.

♥♥ Every new day is a fresh opportunity to begin again.

♥♥ My favourite reminder

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PAGE 40 – Congratulations

♥♥ You've Completed the Burnout Recovery Workbook

Take a moment to recognise what you've achieved.

Working through this workbook shows that you've chosen to invest in your wellbeing, and that's something to be proud of.

Recovery isn't about being perfect.

It's about making small, positive choices each day.

Keep using the tools you've discovered.

Keep being patient with yourself.

Keep believing that things can get better.

♥ My Promise

Today I choose to continue looking after my mental health and wellbeing.

Name:

Date:

Signature (optional):

♥ Remember

You are never alone.

If you need extra support, reach out to someone you trust or a healthcare professional.

Thank you for choosing Safe Haven Connect CIC.

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