# Burnout Prevention Power-Book

### Only in Awareness

And Truth

Lays our very human

Ability to

Choose our present

and Shape our Future.

- Valentina Manini -

## Navigate the Power-Book

## Part 1 - Spot your Toxic Beliefs (theory and exercise)

The very roots of your thoughts, behaviors, and attitudes. Raise your awareness and reclaim your freedom of choice.

### Part 2- All the parts that you, YOU (theory and exercise)

Start the most meaningful conversation of all: the one with yourself. The 1 exercise you need to reconnect to what really matters to you, and create the meaningful change you need to bring your life back into balance.

### Part 3 - Brain-Hacks

The 1 exercise you need to get your clarity back.

### Part 4 - Your daily practice

The 5 minutes daily practice you need to stay focused on what really matters, be more productive, and stay healthy.

### Part 5 - The 5 Burnout signs

The 5 burnout warning signs you need to be aware of so that you can go back to balance.

## Spot your Toxic Beliefs

Toxic Beliefs are like an elephant in the room:

- \*They hide in plain sight, but are invisible to you, because they are there since you were a little child
- \*They run the show of your life from the safe place of your hidden subconscious.

What do these Toxic Beliefs do?

- \*\*They provide the lenses through which you perceive yourself (are you competent and smart, or never enough?
- \*\*They provide the lenses through which you perceive other people and the world as a whole (is it safe or a scary? can you trust or not, as a rule?).
- # They tell you what is possible, and what is out of the question.

### As an outcome:

- **What you think is always in accordance to your beliefs**
- # The way you behave is a close reflection of your beliefs
- # The life you shape is a straight outcome of your beliefs

The awareness of what Toxic Beliefs are running in auto-pilot and taking decisions for you gives you the FREEDOM to make conscious decisions that are aligned with the person you want to be and your heart-felt values.



What is the <b>ONE thing</b> creating the most overwhelm in your life? Write it down and focus on it while doing the next exercises.

## A belief is TOXIC when it's in the way of a joyful and meaningful life.

**Fill out the blanks** in the following sentences.

**Don't think too much** about it and write down what comes to your mind automatically.

The worst thing about me is	that I'm
If weren't such a	problem for me, I would
If I didn't have	I would

## How do you feel?

What do you feel about the words that came out of your mind, in a		
seamingly automatic way? Once again, without thinking much. Are you:		
	Surprised?	
	Unimpressed?	
	Shocked?	
	Whatever	
	Curious?	
	You are done with this shit	
	Interested?	
Che	ck all the words that describe how you feel	

### How ELSE do you feel?

Is there another part of you that feels a little different maybe?

Consciously ask yourself "is there a part of me feeling differently?"

Now go to check, in a different color, what else you feel.

## All the parts that make you, YOU

Neuroscience is often criptic and difficult to understand.

And yet there are a few techniques developed in accordance to validated research in the neuroscience and behavioral psychology fields that allow us to access our subconscious in an intuitive and easy way, without all the background knowledge and all the crazy jargon.

This is the case of a very powerful technique that will allow you to start the **most meaningful conversation of all**: the one with all the parts that make you, YOU.

Where neuroscience and psychology would talk about ego fragmentation (it's not a bad word or a condition, it's just what our mind does, in automatic) this techniques talks about a **Family System.** 



## It's a little messy...



Like in every family there are many parts interacting with each other.

Each part has its own needs, opinions and purpose.

By identifying your parts you can easily start a conversation and listen to their needs, so that you can better understand that:

- you are NOT your toxic beliefs
- you are NOT your fears
- you are NOT stuck
- you are NOT inadequate
- you are SO MUCH MORE.

## Freedom... of choice

ONE of your parts feels like that.

ONE of your parts is stuck in the past and is:

- attached to a decision, event, pain or whatever happened to you. A
  decision you made about something you perceived as very impotant, at
  some point of your life.
- unable to see that you are not in that moment anymore. You are not a scared little kid anymore.
- protecting you the best way it can: through anxiety, fear, overwhelm,
   procrastination, avoidance, binging, addiction. Whatever it needs to do
   to keep you safe and away from perceived danger.

And that part is NOT the totality of YOU.

The totality of you (your Self, Core or however you want to call it) has the ability to:

- see your parts for what they truly are, together with their needs and purpose
- soothe your parts so that they can feel safe and loved
- heal them so that they can free themselves of their fears (and free you as well in the process)

Ready to try it out?

## Exercise



### Part 1 - Relax

• Breath deeply a few times and allow the now and all the worries and throughs to flow out with every exhale.



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## Part 2 - perceive the parts (even if it feels silly)



**HELLO** 

Hey there!

Hi everyone. I'm taking the chance to see what happens next.

With curiosity.

To meet all of you, and start a conversation.



#### **MAKE ROOM**

This is new for me.

And I want you to know that there is room for everyone. Thank you for everything you have done for me.

And thank you for being there.

Now I know, and I want to be there for you as well.



NOTICE

Notice sensations.
Feelings.
Thoughts.



### **Part 3 - direct question**

## ASK: WHO NEEDS MY ATTENTION?

Do you feel **pulled** somewhere?

are there any thoughts?

peculiar feeling?

a body **sensation**?

### **CHOOSE WHERE TO FOCUS**





### WHERE ->

where is this part (or pull, feeling, sensation) located? Is it IN, ON or AROUND your body?

### SEE ->

Do you see this part?

How does it look like?

How old is this part?

Does it have a name?

### FEEL ->

Can you feel or sense the part?

How old does this part believes you are?

### HEAR ->

Is this part whispering or yelling something at you?

Is there a single word, or a whole sentence materialising in your head?

### MEET ->

Imagine to meet your part, physically. You, in front of it/him/her.

How does this part reacts at seeing you?



### Part 5 - Thank you and Bye bye



Thank you for showing yourself to me.

I'm glad we could meet.
I'd love to talk more.
Would that be ok?





I'll be happy to talk with any other part who decides to show itself.

### **Congratulations!!!**

You have met one of your parts!

More parts may decide to show themselves, or you may decide to seek them actively. A good way to do so is by tuning in feelings or strong emotions to connect with the part that feels so strongly and start a conversation.

### NOTES:

- your parts always need to be addressed in a loving and grateful way, or they may decide that talking to you is no good thing!
- your parts may behave like a little child (because some may be stuck at such point in life) and require gentle, loving and soothing care.

## Brain-Hacks



### The question

When you feel overwhelmed, and that the situation or task at hand is impossible, ask yourself the following question:

### If it was easy, how would it look like?

Your mind can be incredibly useful when not clouded by toxic beliefs or terrified parts! Just ask your mind how it would do something if it was EASY.

You will amazed.

Now that you know there IS A WAY, it's up to you to choose to follow it, no matter how it makes you feel.

## Your daily practice

## 5 minutes a day - first thing in the morning - Part 1

Boost your day by taking care of what can (and will... it is Murphy's law after all) go wrong.

This daily practice takes just 5 minutes (sometimes even less, if you are already in a great spot) and will prime your brain for a day of presence, connection, joyful productivity, focus and mindful living (being present with what you are doing, whatever that is).

- 1. Do an **awareness check**: look inside and become aware of how you feel. Did you wake up in a good mood? Irritated? Exhausted? Already overwhelmed? Is there anything you can do to lift your mood for the day ahead (ie carving a little time for self-care? Having a 15 minutes walk?...)
- 2. **Set your intention**: your intention is NOT a goal, but a state of being. For example you can set the intention of "being present" or "being mindful of your needs"

## Your daily practice

### 5 minutes a day - first thing in the morning Part 2

- Check your expectations: expectations are one of the most toxic components of life. And we regularly do that to ourselves in a very automatic way.
  - Are your expectations realistic? Or you are just putting pressure on yourself for no real reason?
  - Do your goals leave time for yourself?
  - Are you expectations aligned with your heart-felt values?
- 4. **Be loving (of yourself and others)**: when you are spending time with your self, or with people you care about, BE PRESENT. In the moment. With them.
  - Do not plan the rest of the day.
  - Do not work "in your head".
  - Just BE. In the love of that relationship. In the gratitude of having that person in your life (yes, especially when it's you).
  - Find ways to express that to the best of your ability (be vocal about what you are grateful for).

## The 5 Burnout Signs

### The early signs of Burnout:

- 1. Tiredness, exhaustion and lack of energy are a telling sign of burnout. It's tricky when you are a parent, I know!
  If you are a parent assess it in terms of energy levels: even though you are tired (I have been there, with twins, and actually I'm still there!), how much energy do you feel? And do you ever feel so tired you would like to cry (THIS is an alarm bell that should be addressed as soon as possible)?
- 2. Phisical symptoms: you feel your body is "**falling apart**", you are sick more often than usual or you have frequent headaches (you didn't experience before).
- 3. You feel **irritable and angry**, you have mood swings and feel blue more and more often.
- 4. You feel **emotionally detached and disconnected** from yourself and the people you care the most.
- 5. **Your sleep is disturbed**, with either insomnia or nightmares visiting you at night.

If one or more of these signs have ALWAYS been a part of your life and you are wondering whether it's normal, there is no "one answer fits all", but I'll share my honest opinion: no, it's not, and it may be the sign of an unresolved emotional trauma hidden in your past.