



Your Blueprint: Three Keys To
Transform Burnout

Into
Thriving at Work



Using the Tools & Strategies from Rachael O'Meara, Leadership Coach & Author

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How to Use this BLUEPRINT

Congratulations on your next leadership move! You've just taken a MAJOR step towards pausing, or intentionally shift your behavior by getting this guide.

If you are feeling burned out, overwhelmed, or stuck know there is hope!

It really is possible... to live a life that feels aligned and where you can not only not feel overwhelmed or burned out, but actually THRIVING while doing everything you want to be doing and enjoying it!

This free blueprint will give you three keys to not only get out of burnout, but begin to introduce the ways to EXPAND your CAPACITY AND feel SATISFIED ...all while leaving BURNOUT BEHIND! Would you like to learn more?

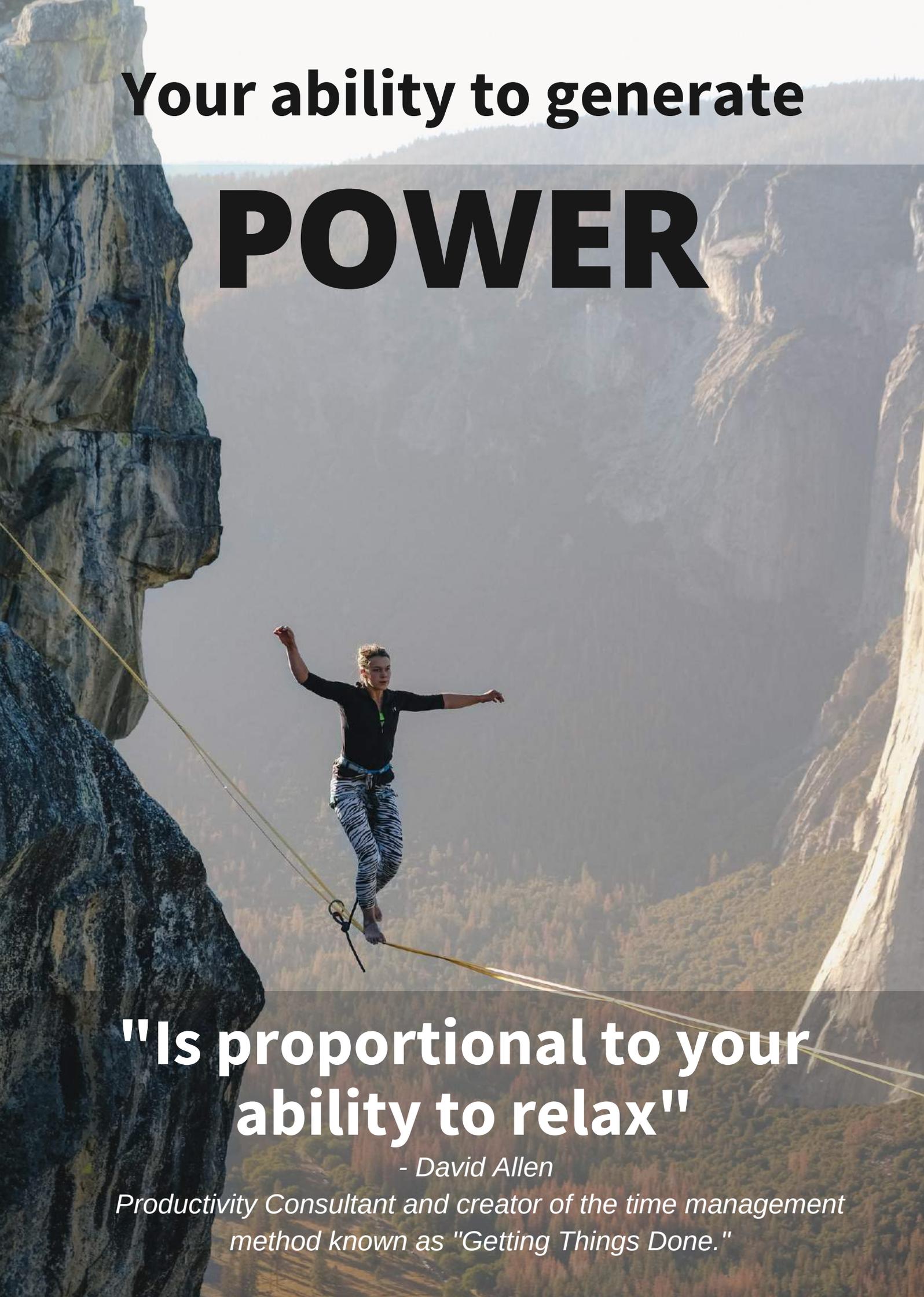
Read on to learn the power of pause, or intentional shifts in behavior to start you on your way to transform you AND your burnout! You are not alone, and you are so supported.

Yours in Pausing,

Rachael 😊

Leadership coach, TEDx speaker, and recovering achiever



A person is walking a tightrope across a deep canyon. The person is wearing a black long-sleeved shirt and zebra-print pants. They are balancing on a thin yellow rope that stretches across the canyon. The background shows a vast, hazy landscape with mountains and a forest. The lighting is soft, suggesting early morning or late afternoon.

Your ability to generate

POWER

**"Is proportional to your
ability to relax"**

- David Allen

*Productivity Consultant and creator of the time management
method known as "Getting Things Done."*

Your Innate Power of **PAUSE**

I define a pause as an intentional shift in behavior.

Did you know you have an innate gift, or power, called pausing?

Thing is, not a lot of leaders tap into it! You, great leader, have an innate power, which is your choice to pause. This choice exists in any given moment. When you choose to pause, or intentionally shift your behavior, incredible and unexpected things start to happen.

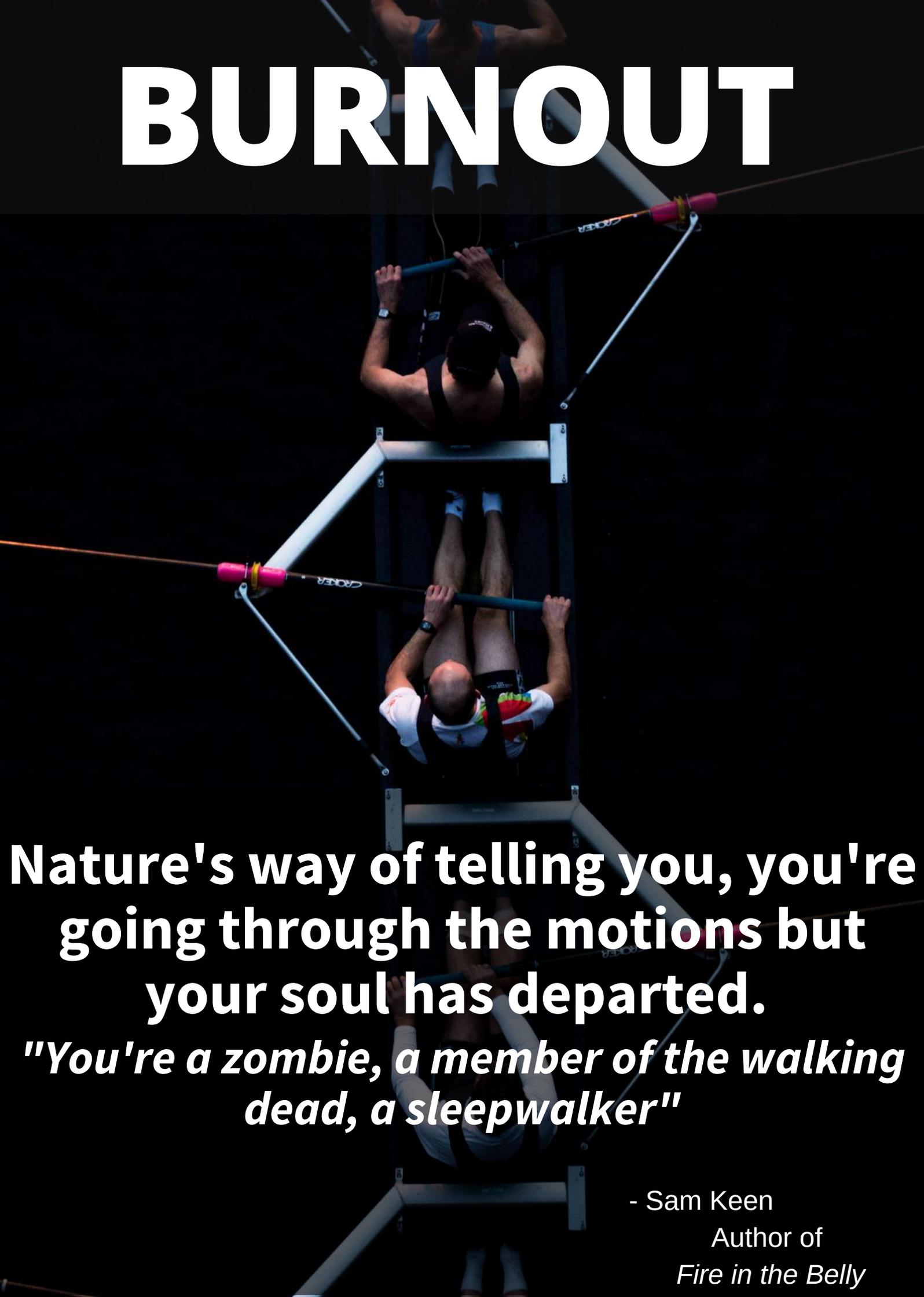
For example, you choosing to download this blueprint is a powerful pause move! You will have future choice moments to pause and read, apply, and do something different or new. Who knows where that will lead you, or what will change as a result.

I invite you to take a deep breath (a pause if you will). Ask yourself, “What is going on with me internally and emotionally? Is it matching what is happening externally in my environment?” In other words, are you aligned? What does that do for your sense of spirit? Maybe you aren’t feeling as successful as you once used to, or you lack the motivation you once had. It’s what some may call a rut.

In the book *PAUSE*, I discuss the 5 signs you know you need a pause. In this blueprint, we’ll assume you already have had at least one sign.

This blueprint stems from my coaching on these 3 keys you can know to avoid, transform, or shift from burnout, overwhelm, or stress to thrive again at work.

BURNOUT

A person is seen from behind, sitting on a rowing machine in a gym. The machine is dark-colored with blue handles. The person is wearing a dark tank top and shorts. The background is dark, and the lighting is focused on the person and the machine. The word "BURNOUT" is written in large, white, bold letters at the top of the image. A quote is overlaid on the bottom half of the image, and the author's name and book title are at the bottom right.

Nature's way of telling you, you're going through the motions but your soul has departed.

"You're a zombie, a member of the walking dead, a sleepwalker"

- Sam Keen

Author of

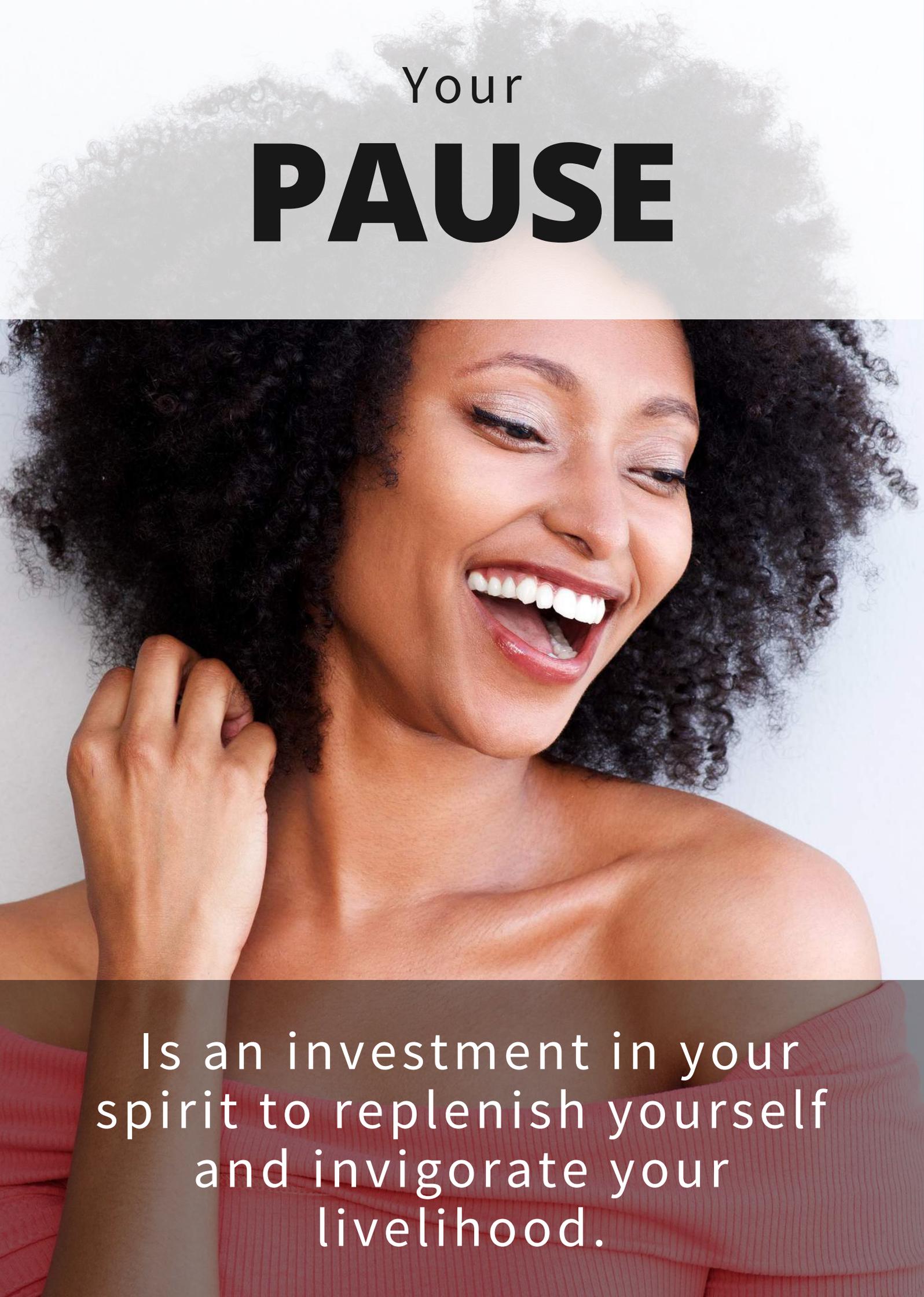
Fire in the Belly

A Word on BURNOUT

What causes burnout? When you deprive yourself of emotional and personal nourishment in the present moment, eventually burnout may become a serious side effect. What do I mean by that? My mentor Dr. Bob Wright puts it in layman's terms.

“Imagine you are a blood donor. You give blood regularly, but you never eat to replenish your reserves or receive blood transfusions from other donors. Over time you have less energy and no longer feel strong and healthy to supply blood. Physically and emotionally you feel tired, weak and drained. You literally bleed yourself dry by avoiding meeting your yearnings and engaging in life to feel emotionally nourished and satisfied (1).”

You can work hard but it needs to be balanced with meeting your deeper hungers, or yearnings AND being more self-aware, the core building block for increasing your emotional intelligence. Instead of bleeding yourself dry engage in what is meaningful for you. Maybe you connect one on one with someone and give or ask for a hug. Maybe you spend some time being 100% present with a loved one, child or a pet. Don't be afraid to be present emotionally, make mistakes as you experiment and really engage with others. All of this helps to avoid burnout.

A close-up photograph of a woman with voluminous, dark, curly hair. She is smiling broadly, showing her teeth, and her eyes are closed in a joyful expression. She is wearing a red, off-the-shoulder top. The background is a plain, light color. The text 'Your PAUSE' is overlaid on the top half of the image, and a definition of 'Pause' is overlaid on the bottom half.

Your
PAUSE

Is an investment in your spirit to replenish yourself and invigorate your livelihood.

Key 1: Know it's Ok to **PAUSE**

“More than half of Americans feel “overworked or overwhelmed at least some of the time” and 70% say “they often dream of having a different job.”

- Families and Work Institute Study

I define a pause as any intentional shift in behavior. It can be a type of daily pause, a simple belly breath pause, or a digital device pause, to name a few. Pausing also doesn't depend of time, money or activity. It's what works for you. We are so busy doing, we forget being. We miss being present to ourselves if we're constantly checking off our to-do lists, which means we miss out on fulfilling our deeper yearnings, or hungers and filling our tank. If we offer choose to pause, we can choose differently – we can be while we do. That changes everything. The problem is, we think it's not ok to slow down, or pause, or even stop.

The Pause Paradox

Welcome to the Pause Paradox: we value productivity and profits as people and companies, yet we need to ensure we're hitting pause to create sustainable, long-term success at home and at work.

Is taking a pause really meant to be time spent to think? Or is it time to stop thinking so the wisdom and answers have ample room to surface? How often have you stressed out about a specific situation or were stuck in the decision-making process because you couldn't make up your mind? Overthinking can kill just about everything.

Taking a pause isn't so you can think more. It's to do the exact opposite. It's the perfect excuse for you to step away from your everyday life and not focus on

what is ruling your thoughts. Without the time to step away, you don't have the opportunity to sit with the idea. Have you rushed into a decision only because you were obsessed with an idea? Would your plan change if you took a five-minute pause in nature instead?

Pausing, or intentionally shifting your behavior, appears counter-intuitive. We often resist pausing to avoid falling behind or looking like a slacker. Instead, consider pausing to enhance creativity or needed downtime, even if it's for a few minutes.

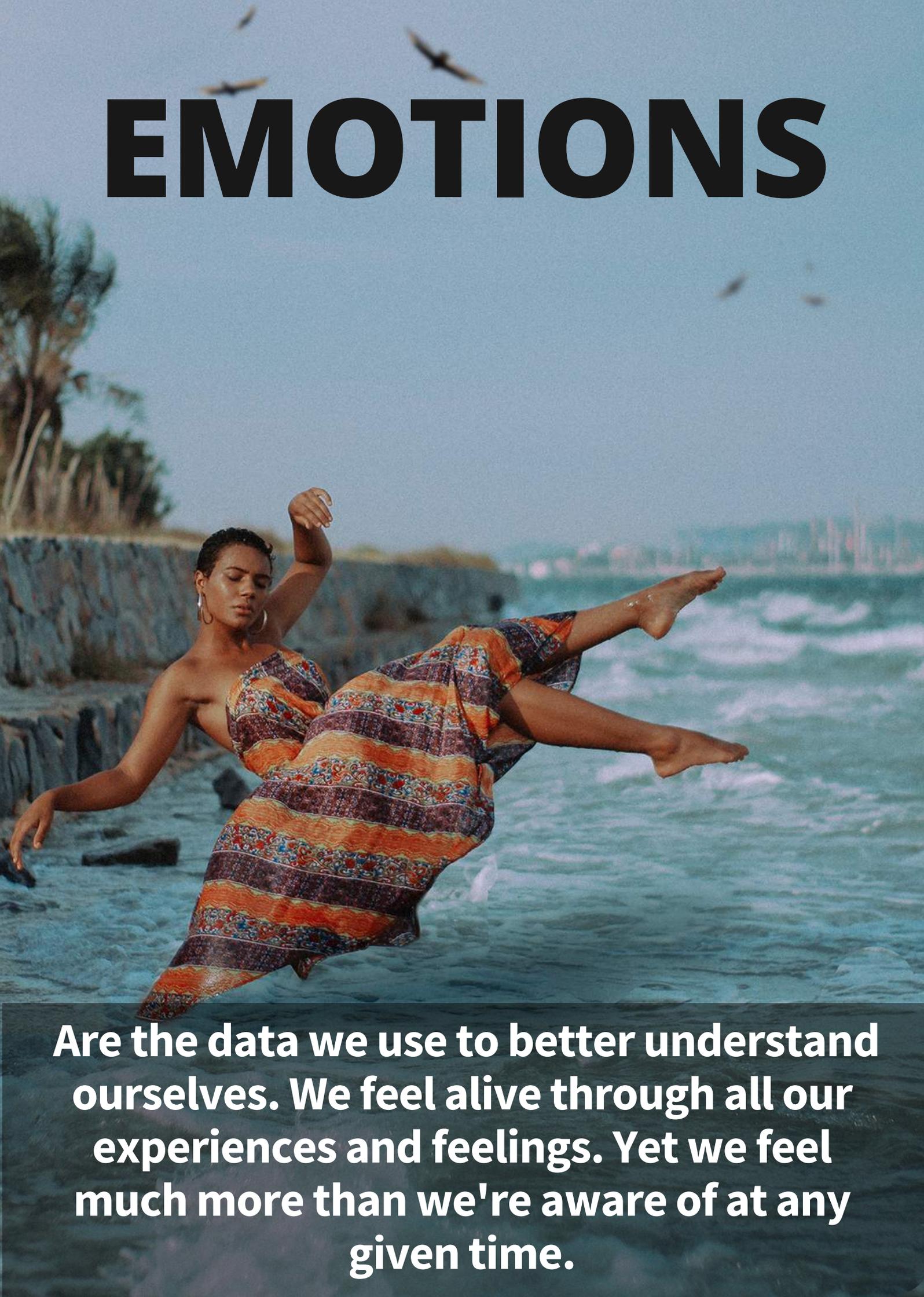
A distraction may provide the break you need to disengage from a fixation on the ineffective solution.”

- Dr. Shelley Carson, Harvard

Questions Worth Pausing For:

- What's the price you pay without pausing? How far are you willing to go?
- How can pausing best serve you? What ideas do you have and are excited about? Passions? Projects? Initiatives?
- How can you create a culture of support and sustainability for yourself?

EMOTIONS

A woman with dark hair and large hoop earrings is captured in a graceful, floating pose in the ocean. She is wearing a vibrant, multi-colored patterned dress that flows around her. Her arms are extended, and her legs are spread out, giving her a sense of weightlessness. The background shows a rocky coastline with palm trees and a clear blue sky with several birds in flight. The overall mood is serene and evocative.

Are the data we use to better understand ourselves. We feel alive through all our experiences and feelings. Yet we feel much more than we're aware of at any given time.

Key 2: Name a **FEELING** and Get into Your Body

Naming a feeling is like having a superpower. Name a feeling to get present, drop into your body, and feed your soul. There are a zillion feelings out there as we all know, each of them nuanced and unique each time we feel them.

However, to keep things simple (we have enough to worry about), there are five primary emotions you have in any given moment. This is one of the best pro tips and I credit the Wright Foundation for the Realization of Human Potential for this method. They are (2):

- Fear
- Hurt
- Anger
- Sadness
- Joy

Don't explain why you think you feel something – that brings us right back to our heads. Instead, just state it. Emotions are your data bank. You can mine them to simply learn more about yourself. Remember to stay curious about yourself and bring your beginners mind. Remember you are building your emotional intelligence mental muscles, or skills. When you name a feeling, you are more present, and more aware. You are now able to be present and with yourself. Know emotions are only data. Avoid judgment and simply practice naming a feeling. Start with once a day, then three times a day, and go from there.

Questions Worth Pausing For:

- What primary emotion are you feeling right now?
- How many times do you want to pause and check in on your primary emotions in a day? Set your intention and do it daily for a week.
- Where do you notice the feeling in your body? Put your hand on
- Be curious and notice where in your body do you feel your emotion? Acknowledge and allow yourself to focus your attention there.

PLAN

A woman with short brown hair, wearing a light pink short-sleeved dress and beige high-heeled shoes, is sitting on a wooden chair at a black metal folding table. She is looking down at an open book she is holding. On the table, there is a laptop, a small blue pot with a cactus, and a white candle. The setting is outdoors, surrounded by various green plants, including a large palm tree and a fan palm. The background is a white wall.

If you have a plan you'll realize you don't need as much as you think.

Key 3: Create Your **ACTIVE PAUSE PLAN**

Now it's time to put it all together. Grab a sticky note or use the space below. Pick one thing you can do by bedtime tonight and implement. Don't over think it! The idea is that you can shift burnout over time, but it requires conscious choice and new, intentional shifts in behavior.

Create Your Pause Plan

- Pick one challenge or situation you want to change and write it down. (e.g. Get 7 hours of sleep a night).
- Set an intention – what do you want to get out of this or result you want?
- How much time do you need? It's also OK not to have all the details - (e.g. 10 minutes at 3pm, Tuesday nights, etc).
- How will you get support for it and stay accountable? (Sharing with someone you trust is one of the best ways to do this).

Implement by bedtime tonight!

Pro Tips:

- Tape your pause plan where you'll see and read it daily.
- Review your plan and daily pause checklist every day – that can be your pause.



Appreciate and notice the incremental steps - take small steps towards where you want to go.

NEXT STEPS

This is only the beginning to transform burnout into thriving.

Here are 3 recommended next steps:

1. Keep going! **Join the private Facebook Community “Pause to Thrive”** for women leaders to access more proven tools and strategies to stay out of overwhelm. www.fb.com/groups/bethepause/
2. **Get Rachael's book *Pause: Harnessing the Life Changing Power of Giving Yourself a Break*** and dive deep in tools and concepts based on Rachael's burnout at Google: bit.ly/pausethebook. If you're more of a journaler, try *Pause: The Journal*: tinyurl.com/pausethejournal.
3. Interested in 1:1 support? **Claim your 30 minute complimentary Pause to Thrive Strategy Call** with Rachael at bit.ly/pausetothrive (new clients only).



References

1. Wright, Bob. "AC72 leadership master's capstone discussion." Lecture. Wright Graduate University, Elkhorn, WI. July 10, 2016.
2. Wright, Judith, and Bob Wright. 2016. *The heart of the fight: A couple's guide to fifteen common fights, what they really mean, and how they can bring you closer.* Oakland, CA: New Harbinger, 64

MEET RACHAEL O'MEARA



Rachael coaches & speaks regularly to companies and leaders to help them rise to their next level of leadership using a proven set of research-based tools to feel more empowered, less stressed, and greater mental clarity.



BENEFITS FROM WORKING WITH RACHAEL:

- **Be more effective** as you create a vision for yourself and develop a plan on how to get there while handling life's little distractions, including procrastination.
- **Be more productive and resilient as you become less stressed through greater self-awareness** and strategies to get more done and **feel satisfied**, every day.
- **Feel more vitality, energized and impactful** as you get out of overwhelm and rise to your next level of leadership.
- **Have better quality of relationships at work** - with your manager, your clients, and/or your direct reports. You'll learn tools that'll help understand the people around you better, and drive conversations to be more direct and influential.
- **Improved focus and clarity** as you feel more centered, resilient and calm.

Rachael's 13 years of experience in sales and client services at Google helps her have a pulse on what it takes to be a successful and thriving transformational leader. She brings that experience to her clients, and knows that leadership is an inside job first and foremost, identifying the root causes of what's in the way of your next level as an authentic leader.