



From Burnout to Purpose: The Workbook

From Burnout to Purpose

The Workbook

By Gina S. Calvano

Founder and President of indigoforce, LLC



The Workbook

When we write we tend to come from the heart. When we type, we tend to come from the head. When you are healing and evolving, it's best to invite the heart into the process—in other words, *write things down*.

Having the *From Burnout to Purpose Workbook* handy while you read the book and practice its concepts offers you a few advantages:

- a chapter-by-chapter recap of the key concepts. Each Chapter offers a *Take Note* section that recaps the key concepts from each chapter of the book *From Burnout to Purpose*. Reviewing the key concepts is a way to help you more easily absorb and apply what you learned and to refresh your memory of the key concepts;
- *Take Action* exercises that offer a chance to reflect more deeply on the key concepts and inspire action that feels right for you personally. The workbook offers one place to remember your personal journey from burnout to purpose. It's like a diary or journal that you can look back on to remember your triggers, strategies for care, and successes. See your growth as you revisit the work and progress in your career;
- a place to record your sessions with your *purpose partner*. I offer you questions to ask them and having the workbook gives you a place to jot your notes down from those discussions.

Completing the exercises in *the Workbook* makes shifting from a path to burnout to the path of purpose more expedient. In short, it just makes everything easier, faster, and more personally meaningful and enjoyable for you!

Also, join our Facebook group - <https://www.facebook.com/groups/fromburnouttopurpose>

No part of this workbook or any program content may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, e-mailing or scanning, or by any information retrieval system, without permission in writing from the author.



From Burnout to Purpose: The Workbook

Chapter 1: RECAP of *Prepare to Pivot*

The Focus of This Book	page 1
How to Get the Most out of This Book	page 2
A Purpose Partner	page 3
A List of Twenty-Five Things	page 9
In a Job You Hate? Yay! It's the Perfect Time to Pivot	page 13
Chapter 1 Notes from Meeting with My Purpose Partner	page 16
My Notes	page 17

Chapter 2: RECAP of *Am I Burned Out and Don't Know It?*

What Is Burnout? Tell It to Me Straight	page 18
What Triggers a Fall from Engagement?	page 20
Feeling Exhausted, Cynical or Powerless at Your Job?	page 23
Mental and Physical Exhaustion	page 23
Cynicism	page 24
Powerlessness	page 24
Burnout Recovery Matters for Your Life—Literally!	page 30
Chapter 2 Notes from Meeting with My Purpose Partner	page 33
My Notes	page 34

Chapter 3: RECAP of *A New Approach to Work*

Have I Been Working Hard Along the Path to Burnout or the Path of Purpose?	page 35
Which Path Are You On?	page 37
Mindset versus Aptitude	page 40
Intention versus Goals and Accomplishments	page 44
Fulfillment versus Motivation	page 47
Energy versus Effort	page 50
Egocentric Approach -> Effort -> The Path to Burnout	page 53



From Burnout to Purpose: The Workbook

Chapter 3 Notes from Meeting with My Purpose Partner	page 56
My Notes	page 57

Chapter 4: RECAP of *If You've Been on the Path to Burnout, It's Probably Not Your Fault*

Have You Become Conditioned to Walk the Path to Burnout?	page 58
The Chase for Rewards	page 58
The Fear of Not Fitting In	page 61
Strategies the Unwittingly Keep Us on the Path to Burnout	page 62
Pleasing Others	page 63
Protecting Yourself	page 64
Riding Coattails	page 67
It's Never Too Late to Pivot	page 68
I'm Less than Engaged—What Can I Do About It?	page 70
Chapter 4 Notes from Meeting with My Purpose Partner	page 72
My Notes	page 73

Chapter 5: RECAP of *Are You Ready to Pivot to the Path of Purpose?*

An Alternate Path	page 74
Acknowledging What I've Been Devoted To	page 78
Putting the Soul in Charge	page 80
If You Choose the Path of Purpose, You Must Stop Doing This	page 82
Instead, Start Doing This	page 88
Clarity	page 88
Confidence	page 88
Conviction	page 88
Beliefs that Block the Path of Purpose	page 90
I Can't Figure Out How I Make a Difference	page 91
What if I Have to Give Too Much in Order to Make a Difference?	page 93
What if I Believe Others Have the Power and Control My Ability to	



From Burnout to Purpose: The Workbook

Make a Difference?	page 94
Pivot to the Path of Purpose	page 95
Step 1—O for Observe	page 96
Step 2—P for Pause	page 96
Step 3—E for Engage	page 96
Step 4—N for Nurture	page 96
Chapter 5 Notes from Meeting with My Purpose Partner	page 98
My Notes	page 99

Chapter 6: RECAP of Step 1—Observe for the O in OPEN

Observe Your Thoughts, Urges, and Feelings	page 100
Hope versus Fear	page 106
Observing—An Exercise	page 110
Chapter 6 Notes from Meeting with My Purpose Partner	page 119
My Notes	page 120

Chapter 7: RECAP of Step 2—Pause for the P in OPEN

Give Yourself a Break—Decide When You Will Take Action	page 121
Pause Exercise—A Mini-Practice in Action	page 123
More Pause Mini-Practices—Try Them!	page 124
Option A—The Purge-the-Urge Mini-Practice	page 125
Option B—The Going-Within Mini-Practice	page 126
Option C—The What-About-Water? Mini-Practice	page 127
Option D—The Earth-Under-My-Feet Mini-Practice	page 128
Option E—The Mind, Body, Soul Moment Mini-Practice	page 129
Option F—The Soul Chat Mini-Practice	page 130
Chapter 7 Notes from Meeting with My Purpose Partner	page 132
My Notes	page 133



Chapter 8: RECAP of Step 3—Engage for the E in OPEN

Engage—Figure It Out	page 134
The Value of Soul Care	page 136
Create Your Personal Power Practice	page 137
Nurturing the Ego, and ONLY the Ego	page 138
Nurturing the Soul	page 140
Chapter 8 Notes from Meeting with My Purpose Partner	page 142
My Notes	page 143

Chapter 9: RECAP of Engage—Nurturing Strategies for Vigor

Pivot from Exhaustion to Vigor	page 144
Soul-Fulfilling Strategies during Times of Exhaustion	page 145
Manage and Get Help with Your Workload	page 146
Advocate for Personal as well as Professional Resources	page 147
Discover and Honor Your Boundaries and Values	page 149
Create “Values Experiences”	page 151
Offer versus Give	page 152
Relax	page 155
Chapter 9 Notes from Meeting with My Purpose Partner	page 156
My Notes	page 157

Chapter 10: RECAP of Engage—Nurturing Strategies for Civility

Pivot from Cynicism to Civility	page 158
Soul-Fulfilling Strategies during Times of Cynicism	page 159
Socialize Inside and Outside of Work	page 160
Learn About and Practice Positivity and Happiness	page 161
Laugh	page 163
Practice Grace	page 163



From Burnout to Purpose: The Workbook

Secure Clarity for What Is Wanted versus Unwanted	page 165
Be Supportive and Helpful	page 166
Chapter 10 Notes from Meeting with My Purpose Partner	page 168
My Notes	page 169

Chapter 11: RECAP of *Engage—Nurturing Strategies for Personal Power*

Pivot from Powerlessness to Personal Power	page 170
Soul-Fulfilling Strategies during Times of Powerlessness	page 170
Develop Your Skills and Self-Esteem	page 171
Accommodate Your Weaknesses	page 172
Get a Consistent Approach to Fitness	page 174
Get Involved in Improving Workplace Issues	page 175
Additional Strategies to Build Personal Power	page 175
When It's Time to Quit	page 176
Emotional Wealth Building	page 179
Choices that Will Not Help	page 181
Deciding on the Next Move	page 182
Chapter 11 Notes from Meeting with My Purpose Partner	page 189
My Notes	page 190

Chapter 12: RECAP of *Step 4—Nurture for the N in OPEN*

Give to Yourself	page 191
The Power of Decision	page 192
No Guilt and No Judgment	page 193
Receiving Nurturing Support from Others	page 196
The Key to Successful Nurturing	page 197
Chapter 12 Notes from Meeting with My Purpose Partner	page 200
My Notes	page 201



From Burnout to Purpose: The Workbook

Chapter 13: RECAP of *The OPEN Method™* in Action

Applying <i>The OPEN Method™</i>	page 202
Step 1—Observe	page 202
Step 2—Pause	page 202
Step 3—Engage	page 202
Step 4—Nurture	page 202
Chapter 13 Notes from Meeting with My Purpose Partner	page 204
My Notes	page 205

Chapter 14: RECAP of *Your Greatest Opportunity to Make a Meaningful Difference*

Stop Following Directions That Lead to the Path to Burnout	page 206
Start Offering What You Have to Offer, Even if You Get Fired for It	page 210
Let's Get to Work	page 211
And Be OPEN	page 214
Chapter 14 Notes from Meeting with My Purpose Partner	page 216
My Notes	page 217



Chapter 1: RECAP of *Prepare to Pivot*

The Focus of This Book

Take Note

This book predominantly focuses on how you nurture yourself on a soul level when you are feeling overwhelmed, tired, cynical, powerless, and/or burned out. It can prepare you for awakening awareness of “your work”—the ultimate intention you have for those you serve.

If you are already feeling somewhat burned out, yet want to connect with a sense of purpose, you must first learn how to nurture and take care of yourself on a soul level. Being engaged at your job and connecting to a sense of purpose happens when you serve others. You cannot effectively serve others if you are depleted physically, emotionally, or spiritually, or your basic needs for survival are not secure. You also can't serve others in a meaningful way or effectively if you are unhappy at your job.

The truth is, anything your employer can do to alleviate your exhaustion, cynicism, powerlessness or burnout will never be more powerful than what you can learn to do for yourself. Clarity about your attitude and approach to your job might be a byproduct of learning how to revive your soul, heal your ego, and get them to work together more productively.

People often say, “If you can put your mind to it, you can conquer anything.” Conquering obstacles might feed your ego, but it may not feed your soul. It also might call you to



From Burnout to Purpose: The Workbook™

sacrifice your well-being as you endure factors that can lead to burnout. I believe it's better to live by “If you put your soul in it, you can *accomplish* anything.” This means put your soul in charge versus your thoughts or ego. Accomplishing from your soul enables a sustainable connection with a sense of purpose. Accomplishing (or conquering) for too long from your ego often steers you to the path of burnout.

Take Action

Are what I am currently offering to others, giving to myself, and habitually thinking, feeling, and doing opening a sense of accomplishment and purpose? Or a sense of conquering and burnout?

Self-clarity and soul-nurturing are kinder, gentler and easier ways to pivot away from the path of burnout toward the path of purpose.

How to Get the Most out of This Book

Take Note

It's A-OK to read *From Burnout to Purpose* in chunks with an approach of “try this, then try that, and see what happens.” It's also okay to read it straight through, try everything (or just what appeals to you), and learn through experiencing it. Whichever approach you take, just be sure to repeat what you are practicing. Persistence is how you achieve anything.



Take Action

In addition to *The “From Burnout to Purpose” Workbook*, which of these things will you give to yourself to help achieve a soul-fulfilling approach to work (check all that you will try):

- A purpose partner
- A list of twenty-five things
- Completing the *Take Action* exercises in this workbook

A Purpose Partner

Take Note

How supported you feel by the people closest to you (your *pack*) often greatly influences your ability to get out of a mode where you may feel stuck or powerless to change. When we are undecided about who we are and what we want for our life, we become the culmination of the people we hang out with the most. That’s “the power of our pack.” They will hold a lot more weight in guiding our decisions than anything else that might captivate our interest. When what we want or have doesn’t look like what others around us want or have, it cuts off our motivation to fully discover and follow our interests and to make sense of them.

The degree to which people who are close to us are injecting their opinion into what we should be doing with our life can be a measure of how happy or stuck we seem to be. Being conscious of our choice to live a life that suits us means we will need to let the



people closest to us know of our choice to be someone who is fulfilled by our work and life versus drained or uninspired. When we do this, we will notice support, and we will recognize and open up to welcoming into our life more and more people who also want to love their work and life.

Amotivated describes a person who wants to do something, but may be adverse to making a choice or a commitment because they're not sure what to do and because they cannot see a link between their choices and potential outcomes. *Unmotivated* means being content with not knowing what you want to do, and being content to do nothing about it.

Take Action

Are you more aligned to being *amotivated* or *unmotivated*?

On a scale of 1-10, jot down how amotivated you assess yourself to be - with 10 being highly amotivated and 1 being highly unmotivated.

My amotivation score: _____

10 9 8 7 6 5 4 3 2 1

Amotivated

Unmotivated

If you scored yourself to be 6 or higher, surrender any self-limiting belief you may be holding that you are “unmotivated”.



Take Note

Close family members can help you see a relationship between making a choice and its potential positive or negative consequences. Their support may assist in the development of your clarity, confidence, and conviction to make choices that can lead to a connection with purpose.

A *purpose partner* is a buddy to talk to while you read this book and try out its strategies. A personal support system from within our pack helps us to feel secure. Alienation from our pack is a very risky proposition to animals and humans alike. To secure your place in your pack, you must communicate with others what you are up to or they will continue to relate to you as the overwhelmed, tired, cynical, power-drained, or burned-out person you were.

The purpose partner's only role is to listen and bear witness to your healing and growth. The benefits to having a purpose partner alongside you while you read and practice the concepts that this book teaches are:

- **Accountability**—Give yourself support to stay on course with your healing and growth.
- **Support for your success**—When you are done reading this book, you will be on a path to connecting with a sense of purpose. If no one around you knows about the work you are doing in this area of your life, you will still have people around you who relate to you as the person who is burned out, hates your job, or just feels stuck. People are much more vested when they feel as though they are a part of a change versus when they are told about a change.



- **A new conversation in your life**—Shift from complaining and venting about what you hate about your job or life situation to talking about what you want to create. Whatever we are talking about is what we have the capacity to see evidence of its happening.
- **Feedback**—Ask for and receive supportive feedback from someone who knows, likes, and even loves you on a personal level.
- **Help others as you help yourself**—Offer your purpose partner an opportunity to have some breakthroughs of their own.

Take Action

Will you choose a Purpose Partner?

Yes

No

If yes, choose a family member (or a friend/colleague only if a family member is not available), that you observe to be happy and fulfilled in their life and with their work. If there is more than one person you wish to invite into this role, that's ok too.

A Purpose Partner is someone whose influence you value when you are making decisions; they support you in carrying out your own choices. They are someone who is willing to listen to you without injecting judgment. Their primary role is to *witness* your sense of clarity, confidence and conviction for your work resurfacing. You want to surround yourself with people you believe are fulfilled and allow them to support you while you pivot toward the path of purpose.



From Burnout to Purpose: The Workbook™

Write their name below.

My Purpose Partner is: _____

We will meet (how often and when): _____

Talking points for enrolling a Purpose Partner:

- I recently started reading a book called *From Burnout to Purpose* to help me learn how to heal from (or avoid) job burnout so that I can find a connection to a sense of purpose through my work. I am doing this because I want to _____ (share why the book appeals to you).
- The author of the book *From Burnout to Purpose* suggests that I ask someone to be my purpose partner—someone who I believe enjoys happiness and success in their life including what they do for a living. Sharing with a purpose partner can help me get on a path to feeling a deeper connection with my work.
- I would like you to be this person because I observe you to be someone who is happy with your life, seems to love what you do for a living, and would be a good listener and a witness to my journey. I see you as having a mindset and outlook that I aspire to understand and have. Primarily, I'd like someone in my life who can witness the change I want to make and who can relate to me like someone who is up to something more meaningful. I no longer want to be a person who isn't happy with their work or work environment. I want to create happiness and success in my life and my work.



From Burnout to Purpose: The Workbook™

- If you agree to help me it will involve connecting live with me for about fifteen minutes after I read through each chapter. I will explain what I am learning and the experiences and observations I am having while practicing what I am learning.
- You don't have to share your own experiences if you don't want to. And you definitely don't have to read the book or "fix" me. You can best help me by giving me your attention and support while I make my own choices. Even if you don't agree with those choices I believe you are someone who can support me in achieving a more fulfilling outlook for my work and in my life.
- Is that a role you would be willing to play?

If they agree to be your purpose partner—great! Thank them and set up one or two standing appointments to speak about what you are learning and experiencing while you practice the concepts you learn from this book.

If they don't agree to be your purpose partner, thank them for considering it and ask if they have a suggestion for who you might work with. Move on to the next person and keep going until you find a purpose partner you are comfortable with.

If you don't know of anyone who can be your purpose partner, stay on the lookout for one, but don't let not securing a purpose partner stop you from moving forward with reading the book and practicing its concepts. It will never be too late to share your story of pivoting from a path of burnout to a path of purpose when the perfect purpose partner shows up in your life.



A List of Twenty-Five Things

Take Note

Create a list of twenty-five things that you enjoy doing or experiencing. Create the list while directly observing yourself in the act of nurturing your soul—not just your ego. What nurtures the soul also tends to nurture the ego—it doesn't work the other way around. When you are feeding your soul, the things you do offer you a sense of

1. **peace:** you feel relaxed, restful, comfortable, hopeful, patient, accepting of imperfections, civil even in the face of confrontation or adversity, cooperative with others, and attentive to how others cooperate with you;
2. **fulfillment:** you feel satisfied, positive, thrilled, prosperous, thankful, and enjoy a sense of work-life balance;
3. **happiness:** you notice you are smiling, laughing, being humorous, having fun, being enthusiastic, engaging, and interacting socially or playfully with others versus doing any of these things at the expense of others;
4. **confidence:** you observe that you are centered, empowered, aware of what you have to offer that can make a difference, feeling open or safe to go outside your comfort zone, being interactive and social yet able to set and respect boundaries in relationships, taking care of yourself, and easily offering praise or gratitude to others;



5. **energy**: you feel motivated, have physical and mental energy, and accomplish things you want to get done; you are thinking *big*, and seeing possibilities;

6. **growth**: you are interested in learning, improving, and recognizing the good despite the negative in yourself, others, or situations.

Add to your list as you have these experiences during the natural course of life versus writing the list from memory. Part of this exercise is to strengthen your ability to observe yourself. Your experiences don't have to be related to work. In fact, the simpler the experience, the better.

Be sure to include things on your list you know you can do or experience without undue expenditure of funds, time, or dependency on others. You can create this list of twenty-five things right in your smart phone in a notes app. If not, *good ole* paper and pen will do. Just keep the list with you.

Take Action

Will you create a list of 25 Things?

Yes

No

Please observe yourself and write down what you're doing when you observe yourself feeling peaceful (i.e. relaxed, comfortable, hopeful, cooperative), fulfilled (i.e. positive, thankful, balanced), happy (i.e. laughing, having fun, engaging playfully with others), confident (i.e. cooperative, open, powerful, boundaried), energetic (physical and mental



From Burnout to Purpose: The Workbook™

energy, doing what you want/need to do), or growing (i.e. learning, improving, recognizing the good in yourself).

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____



From Burnout to Purpose: The Workbook™

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

21. _____

22. _____

23. _____

24. _____

25. _____



In a Job You Hate? Yay! It's the Perfect Time to Pivot

Take Note

Being in a less-than-ideal job may be the perfect place for you to start on your journey toward a sense of purpose. Let me explain why.

When you begin to practice soul care in situations that feel draining, your action becomes a “grand gesture.” A less-than-ideal job provides a grand gesture opportunity to accelerate your ability to notice and act on opportunities to feel connected to a sense of purpose.

Offering what you have to offer without regard for the less-than-ideal circumstances you are in is how you make a “grand gesture.” Such a move gives you power, velocity, and visibility with the energy of the universe. Nurturing yourself through a less-than-ideal circumstance is a fast route to a sense of purpose. It's faster than when you are in a circumstance you feel lukewarm about.

If you are in a job situation that's diminishing your soul, you have a grand-gesture opportunity to no longer be part of the less-than-engaged workforce.

Take Action

Jot down your thoughts and feelings to a few questions about what you believe about the concepts of engagement and burnout.



From Burnout to Purpose: The Workbook™

To me, being engaged at work looks like...

I believe it's possible for me to be engaged and get on the path of purpose given my current situation (*circle your answer*):

Yes

No

Maybe, I'm not sure

To me, being burned out looks like...

I believe I am already on the path to burnout (*circle your answer*):

Yes

No

Maybe, I'm not sure

If you answered yes, what thoughts, urges for action and feelings does that bring up for you?

I think _____
_____.



From Burnout to Purpose: The Workbook™

I *have an urge to* take the following actions _____

I *feel* _____

If you answered *no* or *maybe*, *I am not sure*, what thoughts, urges for action and feelings support your belief or confusion?

I *think* _____

I *have an urge to* take the following actions _____

I *feel* _____



Chapter 1 Notes from Meeting with My Purpose Partner

What stuck with me most from this chapter is ...

What I am most excited to put into practice from this chapter is ...

What I'm challenged by or confused about from this chapter is ...

What I observed about myself reading this chapter and practicing it's concepts is ...

A request I have for additional support or help from *My Purpose Partner* is ...



Chapter 2: RECAP of *Am I Burned Out and Don't Know it?*

What Is Burnout? Tell It to Me Straight

Take Note

Engagement, burnout and the 3 dimensions of burnout can be described as such:

- **engaged**—regularly experiencing vigor, civility, and a sense of personal power to make a meaningful contribution to others. There is an alignment between your values and the values of your profession and workplace.

In the context of work, I delineate that engagement is experienced because there is clarity of who you are (on the ego and soul levels) and what you wish to enable for others as well as for yourself.

- **overextended**—chronic overwhelm with mental and physical exhaustion predominately due to changes in the workload. This can express itself as a chronic feeling of tiredness or diminished resilience, excitement, or interest for your job.
- **disengaged**—chronic overwhelm with a cynical attitude about your job, or the people you interact with at your job. This can be expressed as a negative or abrasive attitude, isolating or withdrawing from others, or acting with apathy toward your job.



- **ineffective**—chronic overwhelm with a feeling of powerlessness to take care of things that have meaning to you at your job. This can be expressed as low morale; struggling to accept, adjust, or cope with circumstances at your job; and perhaps suffering if you can't see how to end or change the situation.
- **burnout**—chronic mental and physical exhaustion, cynicism, and powerlessness. There is a disconnect between what has meaning for you and how to make a meaningful contribution to others.

Take Action

Which of these do you experience on a regular basis (check all that apply):

- Engagement
- Overextension
- Disengagement
- Ineffectiveness
- Feeling stuck
- Feeling confused over who you are
- Feeling confused about what you want for you life or your career/work
- Insufficient confidence in yourself or your choices



Take Note

Burnout and its intermediate dimensions are symptoms of harboring an inadequate counterbalance of what fills us up on a soul level and diminishing or silencing, consciously or not, the hunger to satisfy our soul for too long. We know we have allowed it too long because we feel stuck and powerless to change the situation.

Feeling stuck is a big red flag that we have unconsciously been working with the ego in charge for too long. A lack of balance over time enables confusion, not only about what we want, but eventually over who we are. A lack of self-clarity depletes confidence in ourself and our choices, which robs our fulfillment from taking action on anything we want to achieve or even what we may routinely do in the name of self-care.

In essence, burnout is born from too little hope, enthusiasm, and personal clarity. Burnout justifies giving priority to what might be a threat to you in some way. It steals your ability to validate your soul and nurture yourself when you are feeling depleted.

Nurturing yourself when you are depleted enables you to more vividly experience creating meaning for yourself and others versus veering off onto a path to burnout.

What Triggers a Fall from Engagement?

Take Note

A shift from engagement in our work may be triggered by *perceived or actual* threatening situations. We believe that certain situations, rather than how we care for ourselves and respond to these situations, are more powerful for keeping us engaged.



Often people use a variation of the word “overwhelmed” to describe their work situation. I believe *overwhelmed* is a state between engagement and the dimensions of burnout. I define being overwhelmed as follows: *to think, feel, or behave in a way to protect or serve primarily yourself.*

Take Action

Which of these situations do you currently experience at work (check all that apply):

- undesirable or enhanced workload demands plus a lack of resources
- loss of control over or influence on work peers
- lack of fulfillment or rewards from the job including diminished returns on personally invested resources
- unsupportive relationships at work
- unfair treatment at work
- conflicting values such as between you and your peers, the workplace culture, organizational policies, or the nature of your job or industry

Take Action

If you experience overwhelm, what might be the cause? (check the scenarios that most apply to you):



From Burnout to Purpose: The Workbook™

- I have more clarity for what I don't want to happen for myself or others (versus what I do want to happen)
- I have become distracted by demanding circumstances (I've lost my ability to serve others while knowing and honoring my values).
- I don't do enough to acknowledge and nurture myself through periods of overwhelm.
- My soul (regard for others) has been diminished or silenced.

Take Note

As soon as we acknowledge the overwhelm and choose to address it, we restore our capacity for engagement.

Ignoring prolonged overwhelm can be a perfect breeding ground for overextension, disengagement, ineffectiveness, and/or burnout to emerge. Burnout is born once we are experiencing all three states at the same time—overextension, disengagement, *and* ineffectiveness. In short, once we experience a symptom and we believe that power to heal from it is outside ourselves, over time, we evolve into the corresponding dimension of burnout. The first step to taking care of ourselves is to observe and acknowledge changes in our level of engagement at work.



Take Action

When did you first notice changes in your level of engagement at work? What was happening in your life or work situation at the time?

Feeling Exhausted, Cynical or Powerless at Your Job?

Take Note

Mental and Physical Exhaustion

Feeling tired of your job? Do you experience depleted mental or physical energy due to helplessness, futility, or tiredness due to overwork? Do you fear that you may be tired beyond recovery? Did you ever think that maybe it's your soul that's tired?

Work exhaustion is characterized by feeling tired, weak, depleted of energy, lethargic, overworked, and/or overwhelmed by your workload. In addition, you notice you can't bounce back like maybe you could in the past. In addition to not wanting to get out of bed, prolonged focus on or exposure to things like abusive leadership, low physical activity, obesity, diminished resources, withdrawal tendencies, low job involvement, or a



desire to quit *without taking remedial action* may leave you at greater risk for work exhaustion.

Cynicism

Cynicism is a state of mind that believes others are only motivated by self-interest. It's being in a regular state of skepticism, pessimism, or doubt that things will work out well or be as valuable as they promise to be. Cynicism affects our ability to make a meaningful connection socially or professionally with peers and customers.

We often live life with a belief that how others treat us is justification for how we treat them. However, positive attitudes come from within. Negative attitudes come from being focused on what's happening around you and what you fear might happen, perhaps because something similar happened in the past. Being overwhelmed by such focus and consistency in that way of thinking eventually leads us to develop a cynical attitude as our norm or to just withdraw altogether. The strongest indicator that we might be headed for burnout (or are already there and just in denial of our symptoms) is cynicism.

Powerlessness

Do you feel incompetent, insufficient, discouraged, or powerless to do what you want to do or accomplish?

Feeling powerless at work can directly affect the quality of your work. Often, this is the least tolerated symptom of burnout. When you don't produce, then your boss isn't producing. That's a problem that quickly gets noticed. So, do you feel as though everyone else's agenda runs your day and you can't get anything done at work? Welcome to powerlessness.



Take Action

With exhaustion, cynicism, and powerlessness, how you respond to others and how you heal what's wounded in your soul are directly in your control. The second you accept that it's possible for you to control whether or not you will heal your sense of overwhelm, overextension, disengagement, or ineffectiveness, you pivot away from burnout toward purpose.

Are you overextended, disengaged, ineffective or burned out? Check all statements that you observe within yourself.

Exhaustion:

- Too often I feel depleted of mental or physical energy.

- Sometimes I observe myself doing the absolute least amount I have to do to get my job done.

- Too often I have a desire to quit.

- Too often I feel tired before I go to work (even if I slept well the night before).

- Too often I anticipate that I will be drained physically and emotionally by events that will surely come up at work each day.

- Too often I doubt if I will have the energy to deal effectively with my work each day (no less accomplish a few goals).



From Burnout to Purpose: The Workbook™

- I often doubt that my energy or efforts would make a meaningful difference at work.
- Too often I feel emotionally drained after my work day.
- I experience and tolerate abusive leadership.
- I experience and tolerate a low physical activity level or obesity.

Number of items checked for exhaustion: _____

Cynicism:

- Too often I bond with others by swapping negative stories (i.e. *"She did that to you? Listen to what she did to me!"*)
- I often justify my lack of involvement to make anything better because I feel a sense of futility (i.e. *"why bother?"*) or contented indifference (i.e. *"I don't know"*).
- I am often skeptical, pessimistic, or doubtful that things will work out well or be as valuable as they promise to be?
- I observe myself to emotionally withdraw from or actively avoid certain people or situations at work when possible.
- I am usually interested in finding who is responsible when something goes wrong at work?
- Too often I observe myself to have fear-based (anger, hurt, shame, confusion,



judgment) responses or reactions to others.

- I perceive a lot of other people at work to have a destructive style (berating, bullying, aggressive, unsupportive, self-interested, or avoiding responsibility).
- I hold negative opinions about other people or about the things they do.
- Too often, I believe more in what's not possible or the bad that *could* happen.
- I am not as dedicated to my job, customers, co-workers or supervisors as I would like to be.

Number of items checked for cynicism: _____

Powerlessness:

- What other people do, are, say or have has too much influence over how confident I feel about myself or my choices.
- I experience and tolerate diminished access to sufficient resources to do my job well.
- Too often, I feel like everyone else's agenda runs my day.
- Too often I struggle to accomplish the things I perceive matter most every day at my job.
- I would like to feel more supported and encouraged by my colleagues at work.



From Burnout to Purpose: The Workbook™

- Too often I feel unqualified to do my job.
- Too often I don't feel I can handle anything that may come up in my job.
- I question if it's safe to contribute to others in my unique way.
- I question if my job or personal and professional contributions matters for making a meaningful difference for others.
- I would like to but I don't (for whatever reason), play an active enough role in addressing issues that come up related to my work or workplace.

Number of items checked for powerlessness: _____

What do you observe about yourself given the specific items you checked off?



Take Action

Do any of these scenarios best describe you (check all that apply)?

primary symptom (exhaustion) + a belief that solutions are outside our ability or control + time = the dimension of burnout (overextension)

Or

primary symptom (cynicism) + a belief that solutions are outside our ability or control + time = the dimension of burnout (disengagement)

Or

primary symptom (powerlessness) + a belief that solutions are outside our ability or control + time = the dimension of burnout (ineffectiveness)

Take Note

When we enable one of those dimensions and do nothing to heal ourselves from it, we become susceptible to multiple dimensions of burnout. It looks like this:

overextension + a primary symptom (cynicism) + a belief that solutions are outside our ability or control + time = two dimensions of burnout (overextension + disengagement)

Or

overextension + a primary symptom (powerlessness) + a belief that solutions are outside our ability or control + time = two dimensions of burnout (overextension + ineffectiveness)

Or

disengagement + a primary symptom (powerlessness) + a belief that solutions are outside our ability or control + time = two dimensions of burnout (disengagement + ineffectiveness)



When we enable two dimensions and do nothing to heal ourselves from them, we become susceptible to burnout. That's when the third symptom sets in and becomes chronic as well. It looks like this:

dimensions (*disengagement + ineffectiveness*) + symptom (*tiredness*) + a belief that solutions are outside our ability or control + time = *burnout*

Or

dimensions (*overextension+ ineffectiveness*) + symptom (*cynicism*) + a belief that solutions are outside our ability or control + time = *burnout*

Or

dimensions (*overextension + disengagement*) + symptom (*powerlessness*) + a belief that solutions are outside our ability or control + time = *burnout*

Burnout Recovery Matters for Your Life—Literally!

Take Note

Exhaustion, cynicism, and powerlessness are the primary symptoms that signal you are in one or more dimension of burnout. Prolonged burnout often brings on physical issues that can lead to serious health threats if they are not tended to medically. If you think you are heading toward, or are already in, job burnout, the first and most important thing to do is consult with a medical professional, especially if you are already experiencing physical symptoms.

Most people will easily admit to feeling “stressed.” I believe “stress” is corporate jargon for “fear.” Trying to achieve engagement, success, or fulfillment from a fear-based perspective puts you on a slippery slope, which may start out as overwhelm.



Unattended chronic overwhelm can progress quickly to exhaustion, cynicism, and/or powerlessness. When those symptoms become chronic, they can quickly become overextension, disengagement, and/or ineffectiveness. And leaving those states to fester too long can give way to burnout.

Eventually burnout affects your health, your capacity for connecting to a sense of fulfillment and purpose, and your ability to be productive.

Take Action

If you acknowledge that you are less than engaged, what level best describes where you are at (check one)?

- Level 1** - chronic overwhelm: **solution** = expand your awareness and self-care
- Level 2** - 1 dimension of burnout (overextension, disengagement *or* ineffectiveness): **solution** = expand your awareness and give priority to self-care
- Level 3** - 2 dimensions of burnout: **solution** = expand your awareness, give priority to self-care, and seek professional support from a coach or therapist
- Level 4** - burnout (all 3 dimensions of burnout): **solution** = expand your awareness, give priority to self-care, seek professional support from a coach or therapist, consult with a medical doctor, and take time off from work if possible
- Level 5** - Burnout with health concerns: **solution** = expand your awareness, give priority to self-care, seek professional support from a coach or therapist, consult with a medical doctor, and take time off from work as soon as possible



Take Note

Employer-provided solutions to help you engage are not the most powerful remedies for burnout stress. We must take our recovery into our own hands. It's time to wake up and expand your ability to work and live more consciously. Healing from the dimensions of burnout while strengthening your immunity against burnout are *conscious processes*.

The time is here to shift away from what I call *the path to burnout*—which enables your physical, emotional, and spiritual decay—to what I call *the path of purpose*—which enables your physical, emotional, and spiritual consciousness and well-being.



Chapter 2 Notes from Meeting with My Purpose Partner

What stuck with me most from this chapter is ...

What I am most excited to put into practice from this chapter is ...

What I'm challenged by or confused about from this chapter is ...

What I observed about myself reading this chapter and practicing it's concepts is ...

A request I have for additional support or help from *My Purpose Partner* is ...



Chapter 3: RECAP of A New Approach to Work

Have I Been Working Hard Along the Path to Burnout or the Path of Purpose?

Take Note

Most people use the term “hard work” to mean “dedication” to a job. That might include a willingness to work a lot of hours without sufficient energy, civility, a sense of personal power, or a plan to restore these things. It also certainly requires a skilled ability to ignore anything draining or to consider how others might be affected by their depleted state.

I too believe “hard work” is about dedication; yet when it includes a healthy spirit of dedication to what the work can enable for others as well as for the self, it’s actually not *hard* work at all. Working without an understanding of what we have to offer easily, and tolerating what is draining us without a regular practice for soul care and nurturing. It’s working in a manner through which we cannot sustain a sense of energy, confidence, power, or peace.

Considering others as well as the self is easier when we balance the ego with a soul-fulfilling approach to work. As a result, it feels more like walking a *path of purpose* versus working hard. Dedication to being focused on what work enables primarily or only for the self. I call this egocentric approach to work the *path to burnout*.



From Burnout to Purpose: The Workbook™

The ego is often divisive and built on a foundation of fear. Its job is to be on high alert for how you could be harmed. The soul is inclusive and love-focused. Its work is to be of service to others. It seeks to protect and help others while doing what is possible to enable you to serve others as best you can. In return, it believes everything—including you—will be well taken care of.

You cannot exist happily, be healthy and vibrant, and enjoy all the success that is possible for you to experience without activating your soul and balance it with the ego. The best way to do that is to let the soul drive.

When the soul is in charge, it will connect with a sense of purpose, calling, define values, and task the ego with keeping boundaries as defined by your values. As the ego seeks justification for what the ego desires, the soul seeks validation and nourishment for both the soul and the ego simultaneously.

In essence, the ego has you looking outside yourself for relief, reason, motivation, and reward. The soul has you look within yourself for relevance, meaning, authenticity, and a benefit for all. An alternative to the Path to Burnout is the *Path of Purpose*. It's a more soul-centered approach to work.

Take Action

Journal a few thoughts and/or feelings on the concept of working hard toward *burnout* or *purpose*?



Which Path Are You On?

Take Action

How do you know which path you have been following? Consider the degree to which you may be experiencing the 3 primary symptoms of burnout.

Mental and Physical Exhaustion. (How many items did you check on page 25 of this workbook for exhaustion?)

1 2 3 4 5 6 7 8 9 10
low exhaustion high exhaustion

Cynicism (How many items did you check on page 26 of this workbook for cynicism?)

1 2 3 4 5 6 7 8 9 10
low cynicism high cynicism

Powerlessness (How many items did you check on page 27 of this workbook for powerlessness?)

1 2 3 4 5 6 7 8 9 10
low powerlessness high powerlessness

Your total your score for exhaustion, cynicism, and powerlessness: _____



Take Note

If you scored twelve or higher, you might consider consulting with top burnout scholars by taking the Maslach Burnout Inventory (MBI) and Areas of Worklife Survey (AWS).

The closer you evaluate yourself toward the higher levels of exhaustion, cynicism and powerlessness, the more likely you might be clouding your ability to recognize and pivot to the path of purpose and virtuously handle the rewards of success.

Take Action

Do you believe that success comes easily only when you have some special talent or ability?

Yes

No

Do you believe that your accomplishments and experience matter more than what you have and can enable for others?

Yes

No

Do you believe something outside of yourself (motivation) is more important or meaningful than what you can give to yourself (fulfillment)?

Yes

No



From Burnout to Purpose: The Workbook™

Do you sometimes push yourself to do what you can or should do, or what you believe others expect of you?

Yes

No

Does something you accomplished or were affiliated with in the past give you a sense of pride or entitlement?

Yes

No

Have you focused on what YOU can get/need in order to perform at your job or do you complain or feel entitled when you don't get what you need to work hard?

Yes

No

Have you worked so hard that you are now exhausted, cynical and feeling like no matter what you accomplish it's never enough?

Yes

No

Do you observe yourself to frequently have a detrimental "please others" approach at your job?

Yes

No

Do you observe yourself to frequently have a detrimental "protect yourself" approach at your job?

Yes

No



From Burnout to Purpose: The Workbook™

Which formula do you believe you have been habitually following at your job?

The Path of Burnout

The Path of Purpose

Why has that been the path you've been on?

Do you believe the choice about which path you can follow is yours? If no, why not?

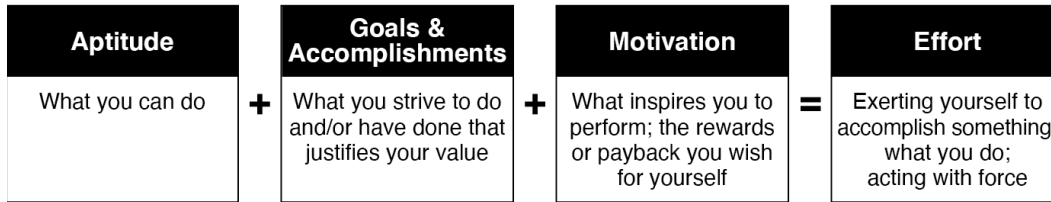
Take Note

To pivot from the path to burnout to the path of purpose, choose to nurture your energy.

Mindset versus Aptitude

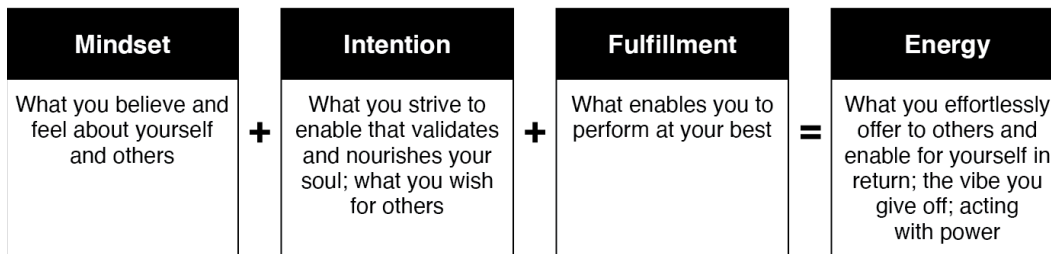


The Path to Burnout

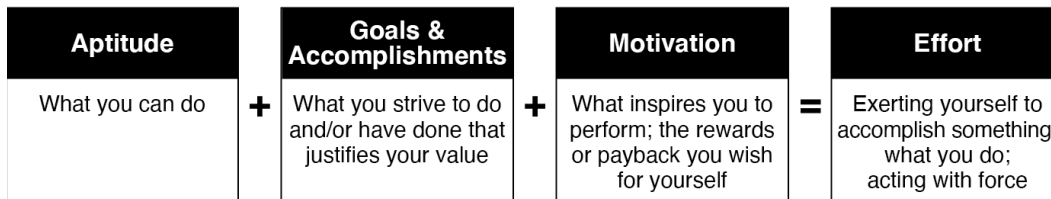


The Path of Purpose

PRIMARY MINDSET



SECONDARY MINDSET



Take Note

Mindset is your attitude. It's a vibe that expresses what you believe is possible—*it's a state of being* that seems to seep out of your pores.

Aptitude is a natural or learned capacity to *do* something. *It's a state of doing.*



From Burnout to Purpose: The Workbook™

Mindset *includes* aptitude plus an expanded perspective on making a difference for others as well as for the self. Aptitude, when accompanied by a mindset that always seeks *win-win* solutions, a sustainable ability for walking along a path of purpose is not only possible, it is probable.

Take Action

Jot down your thoughts and feelings to a few questions about Mindset and Aptitude...

What do you observe about your thoughts or feelings regarding the distinction between mindset and aptitude?

What does “making a difference” mean to you?



From Burnout to Purpose: The Workbook™

How do you feel when you experience moments of “making a difference”?

Take Action

How important is it to you to “make a difference” ...

1. for yourself? In what way do you make a difference for yourself?

2. for those you love? In what what do you make a difference for those you love?



3. for the people and/or causes you serve professionally? In what way do you make a difference in the world?

Take Note

The narrower our scope for making a difference, the harder we will work and the more we will leave ourselves vulnerable for feeling diminished, frustrated, and ultimately powerless. Our greatest contribution to others is so much more than being strong in our ability to function in debt to the well-being of ourselves or others.

Intention versus Goals and Accomplishments

Take Note

Intention is defined as “the thing that you plan to do or achieve; an aim or purpose.” It is what we enable for others and enjoy being valued for in return.

Both *goals* and *accomplishments* are defined as “the ends toward which effort is directed.”

Goals are about what you strive to do, to accomplish. *Accomplishments* are about what you have done.



From Burnout to Purpose: The Workbook™

Walking the path of purpose will require our trust that if we regard and focus first on what we enable for others we will align ourself with the same energy and experience validation as well as external rewards effortlessly.

Intention comes from a soul-fulfilling approach to work; goals and accomplishments other *can* come from an egocentric approach entirely. Most of us are dazzled by people who work toward something bigger than just themselves. That's what intention focuses on. Yet we often give less energy to intention than we do to goals and accomplishments. This is backwards.

Connection with a sense of purpose often starts with clarity about what you intend—for others—before regard for benefit to the self. Goals and accomplishments are most powerful when they are explained in the context of how they supported a bigger intention beyond benefit to the self.

Knowing how your work benefits others actually aligns you with vitality, positivity, and power. Your clarity on this reveals something that is unique and authentic about you. This gives you access to feeling validated, useful, essential, and is the enabler of your self-actualization.

Intention has power and purpose because its potential impact on others as well as the self is clear. Intentions share the answer to a question such as, “What can I count on you for, time and time again, no matter what job you’re performing or the circumstance you’re in?” Intentions share what you want to be valued for enabling for others as well as what you wish to experience for yourself.

Goals without an understanding of how you can bring benefit to others as well as yourself are egocentric and will require effort on your part to accomplish. Goals with an



understanding of how they can bring benefit to others as well as yourself are soul-fulfilling intentions. They naturally open up an energy that can recognize and participate in opportunities that make manifesting your intentions more effortless.

Take Action

Jot down your thoughts and feelings to a few questions about Intention and Goals and Accomplishments...

What do you observe about your thoughts or feelings regarding the distinction between *intention* and *goals and accomplishments*?

Do you know what is it you can be counted on to contribute to others time and time again no matter what (your *intention*)?

Yes

No

If yes, can you explain the intention you have for those you serve and collaborate with in a way that is succinct, compelling, and inspiring – where someone could see how it could make a difference for them? If so, write it down. (If you don't know your intention, it's OK to write *I don't know yet*).



Fulfillment versus Motivation

Take Note

Fulfillment is “something that satisfies what is required.”

Motivation is “something that causes a person to act.”

Seeking *motivation* surrenders internal power to external forces. *Motivation* requires something outside ourselves to compel us into action. *Fulfillment* implies something that comes from within or can be met for ourselves by ourselves. Fulfillment comes from connecting to the power within yourself by:

- choosing pursuits over outcomes;
- being open to learning about yourself;
- giving yourself support as you journey through a pursuit.

Choosing pursuits over outcomes disconnects you from the fear of failing. Choosing the pursuit instead gives you the freedom to allow a new outcome to emerge. This could be an outcome you maybe never thought of, one that can be even greater than the outcome you originally intended. Fulfillment comes primarily from your actions, while



allowing external factors to be secondary. By focusing on fulfillment, we take care of ourselves while we experience a pursuit.

Motivation from outside yourself isn't bad. It just isn't more powerful for enabling a successful experience than keeping ourselves fulfilled as we work and go through life. Fulfillment opens up our ability to see new opportunities and possibilities. Being open to possibilities is often the energy that success is most attracted to.

Take Action

Jot down your thoughts and feelings to a few questions about Fulfillment and Motivation...

What do you observe about your thoughts or feelings regarding the distinction between fulfillment and motivation?

To what degree do you typically rely on motivation to come from sources outside yourself for anything you want to accomplish? (*circle one*)

a little somewhat a reasonable amount more than I would like to admit



From Burnout to Purpose: The Workbook™

How do you feel about the concept that fulfillment comes from connecting to the power within yourself by choosing pursuits over outcomes, being open to learning about yourself through self-observation while in action of your pursuits, and pausing to give yourself what would feel nurturing as you take on the journey of your pursuits?

Take Note

Pivoting to the path of purpose requires us to pay closer attention to what fulfills us. Motivations are nice, yet we cannot rely on them showing up when we need them. When they do show up, it's okay to take advantage of them. Expressing gratitude for them is essential for welcoming future motivations.

Practicing fulfillment is about caring for yourself; it is about giving yourself *what you require* in order to do what you do. Feeling unfulfilled is the call to focus less on what we think others want from us or on what others can and should give to us. Instead, it calls us to focus more on discovering what *we can offer to others AND what we can give to ourselves*.

We must nurture ourselves through challenging situations in order to love ourselves, our work, and anyone or anything else. Giving attention to stress (the corporate-speak word



for *fear*), without giving ourselves a counterbalance of energy that feels fulfilling, disconnects us from knowing ourself and being our best.

When you regularly restore your fulfillment tank, you enable yourself to build your decisiveness, responsiveness, energy, confidence, and a sense of personal power—no matter what’s happening around you!

Restoring your fulfillment tank happens when you nurture yourself. Nurturing yourself includes being patient with yourself as you discover what fulfills you. It includes practicing making choices for what fulfills you without allowing guilt to steer you away from soul care.

The world aligning perfectly so that we get what fulfills us all the time isn’t what matters most. What matters more for building our energy is the act of discovering what fills us up and then choosing in favor of it. This is an important distinction because it’s the discovery of what fills you up and the choosing in favor of it that are *in your control*. The clearer you become about what fills your tank, and the more consistently you give it to yourself, the more ready and equipped you will feel to pivot to the path of purpose.

Practice faith in the energy of your soul to recognize what the universe is putting in front of you and to nurture yourself as you evolve. It's a more powerful, effortless, and stable option than just having faith in the effort of your ego to find motivation.

Energy versus Effort

Take Note



From Burnout to Purpose: The Workbook™

Energy is the vibe you effortlessly give off to others that reveals your mindset, intention, and level of fulfillment. It suggests *the truth of what is*. You cannot fake your energy merely by forcing yourself to do all the things you are supposed to do with a smile. You may think you can, but you cannot. Energy asks, “What do I wish to enable for others?” Energy knows that what it ultimately receives in return will be of similar—if not greater—consequence.

Effort is what we often characterize as “bad,” “negative,” or “low” energy. Such a vibe reflects someone who values their aptitude, goals, and accomplishments, as well as one who needs motivation. *Effort* is exerting yourself to accomplish something. Relying on effort alone requires an external force (muscle, education, skill, credentials, titles, formal authority) to achieve an end. Effort asks, “How will this get done?” In return, it usually seeks a greater return than might be earned by what it gave.

Operate primarily from *energy* and secondarily from *effort*. It stops the cycle of living and working in debt to your well-being. *Effort* without sufficient *energy* leaves you vulnerable to experiencing exhaustion, cynicism, and powerlessness—experience those symptoms for too long and they can lead you to burnout.

People who believe in possibility, grace, and the well-being of others as well as themselves are natural do-ers. *Energy* leads on the path of purpose and *effort* is a natural byproduct. On the path to burnout, *effort* leads alone and eventually suffers from a lack of *energy*. In summary:

- *mindset* matters more to others than your *aptitude*
- the *intentions* you strive to enable for others make more of a meaningful difference in the world than the *accomplishments* you might seek for yourself



Egocentric Approach -> Effort -> The Path to Burnout

Take Note

Being on the path to burnout is a byproduct of a conscious or subconscious egocentric approach to work. What I mean by *egocentric* is being aware or unaware that the concern, or regard

- is primarily or only for the benefit or protection of the self;
- is focused on thoughts or feelings based in lack or fear; and/or
- is indifferent to others' concerns or to how what is good for the self might adversely affect another.

When we come from ego, whether intentionally or not, we might come across to others as selfish, negative, needy, whiny, “bratty,” and limited. The ego is divisive. It alienates others and tends to cloud access to truth and to its own soul. The ego needs external forces to define itself or give evidence of what’s possible. The ego cannot achieve a lasting sense of fulfillment. It is attracted to what feels good in the moment.

At its worst, the ego may use manipulation, as well as instilling fear, intimidation, or force upon others. In doing so, egocentric approaches enable for themselves the very same experiences they give off to others, including those they wish to avoid or stop from happening to themselves.

Overall, we risk our connection to a true and sustainable sense of self-clarity, personal power, and purpose when we operate from ego, effort, and the path to burnout. Success is possible with the Path to Burnout—it’s also exhausting, not fun, unsustainable, and can leave you vulnerable for feeling unfulfilled no matter what or how many material rewards you get in return.



Take Action

Answer a few questions about The Path to Burnout ...

Have you settled for understanding what you can or should do, or what you believe others expect of you?

Yes

No

Maybe, I'm not sure

Have you tied your self-esteem to something you accomplished or were affiliated with in the past?

Yes

No

Maybe, I'm not sure

Have you focused on what you can get or believe you need in order to perform at your job?

Yes

No

Maybe, I'm not sure

Did you ever complain when you didn't get what you felt entitled to because of how much *effort* you put in?

Yes

No

Maybe, I'm not sure

Have you worked so hard that you are now exhausted, cynical, and feeling like no matter what you accomplish it's never enough?

Yes

No

Maybe, I'm not sure



Chapter 3 Notes from Meeting with My Purpose Partner

What stuck with me most from this chapter is ...

What I am most excited to put into practice from this chapter is ...

What I'm challenged by or confused about from this chapter is ...

What I observed about myself reading this chapter and practicing it's concepts is ...

A request I have for additional support or help from *My Purpose Partner* is ...



Chapter 4: RECAP of *If You've Been On the Path to Burnout, It's Probably Not Your Fault*

Have You Become Conditioned to Walk the Path to Burnout?

Take Note

There are two ways we become conditioned to walk the path to burnout.

1. The chase for rewards
2. The fear of not fitting in

The Chase for Rewards

When the ego is in the driver's seat and it is working hard for material or external rewards, it doesn't easily see any alternatives for getting what it wants or for recognizing opportunities that might in fact be right in front of it. What's missing when the ego is in charge is having regard for non-material or internal rewards.

Internal rewards are the foundation for our ability to fully receive, handle, and enjoy material or external rewards. Internal rewards include a sense that you are making a meaningful difference for others and in doing so, experiencing a difference being made for yourself. Internal rewards would occur to you as a peaceful willingness or joyous excitement to nurture yourself through experiences that feel challenging or take you outside your comfort zone.



Forgiveness for yourself and acceptance of others or situations as they are, while exercising and respecting personal boundaries of yourself and others, happen with compassion and love. Internal rewards such as a feeling of peace, balance, optimism, happiness, energy, openness, confidence, growth, fulfillment, cooperation, and help when you need it are foundational when they are *the norm* in your work and life.

Without a foundation of internal rewards, we cannot make meaningful use of the material rewards that come to us without risk of injury or harm to ourselves or others. When we are internally fulfilled, we avoid chasing rewards through an uphill battle, exposing ourselves or others to undue risk, and accepting unnecessary collateral damage. When you are operating with a solid internal foundation, both non-material and material rewards are merely a byproduct of an ability to see and act on opportunities that are easy for you—and usually right in front of you. You are able to build a solid internal foundation when you surrender to observing yourself over others; accepting and experiencing your thoughts, urges, and feelings; and taking care of yourself through depleting moments to restore your ability to enable meaningful differences for others and yourself in return.

Take Action

Jot down your thoughts and feelings to a few questions about Chasing Rewards ...

Do you experience unwanted stress in the pursuit of money or external rewards?

Yes

No

Maybe, I'm not sure



Do you primarily approach your work on the lookout for opportunities to make a meaningful difference for others?

Yes

No

Maybe, I'm not sure

Do you actively work to restore your internal well-being in a productive way when you feel depleted without turning to external things (material things, other people, vices of choice, etc.)?

Yes

No

Maybe, I'm not sure

Take Note

When our ego is behind the wheel, we are never authentically equipped to heal from the dimensions of burnout or burnout, no less recognize the path of purpose. One way we get and stay stuck on the path to burnout is that we seek to receive *external or material rewards* versus seeking to understand and offer *our work*. Shifting your focus to gain clarity about your mindset, intention, fulfillment, and energy is gaining easy, pain-free access to a sense of self-worth, happiness, and all the rewards you could ever want and more.

We falsely believe external and material rewards have more value if they were hard to get. We also believe they have falsely become the cause or symbol of success that justifies our right to believe we deserve to be, should be—and it's okay to be—happy. In truth, however, happiness is the cause and external and material rewards are the effect.

When we strive for or chase after an effect, we will expect, accept, and proudly bear a degree of pain and suffering with our job. Getting just one teaches us that struggle



equates with rewards. And just like that, over time, we become conditioned to walk the path to burnout. Yet, when we strive for internal fulfillment, we have greater access to happiness and the path of purpose. This gives us the capacity to offer our work with ease, energy, joy, and to experience a sense of accomplishment. We will also have the capacity to receive (and handle) more external and material rewards than we can even imagine having over time.

The Fear of Not Fitting In

Take Note

Fitting in with the status quo isn't a sustainable approach for feeling connected with purpose. In striving to *fit in* from a place of *effort* we discover the talents and abilities others have and define as valuable. It then requires us to wait on what they will provide to motivate us to develop and deliver the same talents and abilities. In striving to *fit in* from a place of *energy* we often discover our own talents and abilities and in offering them, they bring us fulfillment.

Here's the real danger of giving effort to a fear of not fitting in—it disconnects us from understanding who we are and what we wish to enable for others and experience for ourselves. Once we lose the skill of going within, it's hard to bounce back if you don't first admit you've been seeking justification for self-love from all the wrong places. Such as from a job you can love, a boss, admiring peers, happy customers, a big paycheck, a fancy office, or an impressive title—in other words, from places outside of yourself.

Time and time again I have witnessed employees turn to strategies to stay secure in the status quo. These strategies often unwittingly kept them stuck on the path of burnout.



Take Action

Jot down your thoughts and feelings to a few questions about Fitting In ...

Do you compare yourself to what others have or can do?

Yes

No

Maybe, I'm not sure

Do you offer your talents and abilities regardless of how you believe they may be received or judged by others?

Yes

No

Maybe, I'm not sure

Do you ignore or judge versus allow yourself to experience your thoughts, urges, and feelings?

Yes

No

Maybe, I'm not sure

Strategies the Unwittingly Keep Us on the Path to Burnout

Take Note

Being focused on bringing protection or benefit to yourself or looking for justification for your sense of self-worth from outside sources are what keep you feeling stuck or in survival mode. Working from the path to burnout perceives an expectation that we must



become strong to keep giving and giving and giving without boundaries or adequate soul care.

We might also falsely believe that recharging ourselves can only come from material resources outside ourselves, or from what others give us. When we are primarily aligned with satisfying our ego, we will never recognize an adequate amount of external resources. In response to the void, we blame a lack of resources, the perceived needs of others, and a lack of understanding from others as the reason why success and soul care are not possible.

Without a solid internal foundation, understanding what we have to offer, and giving ourselves what fulfills us, we tend to operate primarily from three egocentric work strategies to stay in the good graces of the status quo.

1. pleasing others
2. protecting yourself
3. riding coattails

Pleasing Others

Take Note

Pleasing others is also known as brown-nosing or ass-kissing. Pleasing others from a ego-centric place becomes a strategy versus allowing it to be a by-product of true service. It happens when you learn to give what you think you have to give because it's what works for keeping another individual, group, or authority figure happy or off your ass. Believing that you have to give something that you don't have requires you to buy into what people say and think about you. When you focus on only giving others what



they want, you become vulnerable for losing your connection with being clarified, confident, and convicted to walk the path of purpose.

Take Action

Answer the following question about Pleasing Others ...

How often do you too give others what they want because you think you have no choice or because you see it as the easiest path to keeping someone off your butt? *(circle one)*

Never

Sometimes

Often

Too Often

Protecting Yourself

Take Note

Protecting yourself is also known as CYA or WIIFM—as in *Cover Your Ass* and *What's In It For Me*.

CYA means you do your most diligent, thorough work when you keep copious records and evidence to refer to if anyone asks why you did or said whatever you might have done or said. It's not wrong to keep such records. But when you do them because you believe others may try to pin any catastrophes big or small on you, such record-keeping often comes from your ego, which is seeking protection, versus from your soul, which seeks to serve.



WIIFM takes CYA one step further in that it's also concerned with what there is to get in return for something it has contributed. WIIFM typically looks for happiness outside itself, focusing on external factors for job satisfaction.

Take Action

Answer the following questions about CYA ...

Are you experiencing the fear of intimidating consequences that may fall upon you should you not measure up to your peers' standards?

Yes

No

Maybe, I'm not sure

Or are you concerned about the general failure isn't an option tone set by upper management?

Yes

No

Maybe, I'm not sure

Do you experience messages that support "work smarter, not harder", "shit rolls downhill" or that dysfunction rules?

Yes

No

Maybe, I'm not sure

Take Action

Answer the following questions about WIIFM ...

Do you frequently wonder ...



What do I get out of this?

Yes

No

Maybe, I'm not sure

How is this my problem?

Yes

No

Maybe, I'm not sure

Why should I go out of my way?

Yes

No

Maybe, I'm not sure

Why didn't I get what they got?

Yes

No

Maybe, I'm not sure

Take Note

Answering yes to any of these questions can leave you vulnerable for working from the ego with a concern for CYA. CYA causes you to listen to everything going on around you through a filter of concern for your own well-being or benefit. With the ego in charge people might look as though they're focused on getting all they can for themselves.

CYA and WIIFM put your power in someone else's control; they are reactive mindsets that operate with the ego in charge. Working with ego in charge causes us to measure love and success on and off the job through a filter of *shoulds*. Those who matter most to someone with the ego in charge are the people who bring benefit to them. An egocentric focus is exhausting AND it's insatiable. No matter what it has, it will never



feel like enough. Its means of taking care of itself is to take breaks from the external forces that cause it pain. Such breaks include time off from work, mid-day naps or binge watching from the sofa, welcoming chaos or distractions into their life, or self-medicating antics.

Corporate environments can be the ultimate manufacturers of CYA and WIIFM mentalities when they accept results achieved through fear-based values or strategies such as intimidation, bullying, harassment, and do-more-with-less messages. When it's prevalent in the work culture, employees become conditioned to feel content to walk the path to burnout.

Riding Coattails

Take Note

Riding Coattails happens when someone else who is doing well at their job values what we do for them so we work hard for their continued success. The hopeful payoff for this investment is that they will bring us along with them on their career journey. We believe their moves and subsequent success dictate our greatest potential for growth and success. Unwittingly, we live like an entitled child attaching our status and fate to their status and fate, our success to their success, our bonus potential to their bonus potential, our growth to their growth. If they don't do well, retire, get sick, move somewhere we don't want to move, we become stuck. Fear wells up and we suddenly feel like we have lost our "place," our sense of self, and our optimism for the future.

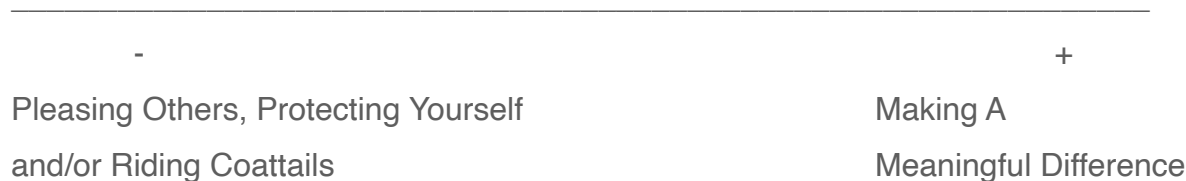
Riding coattails is simultaneously pleasing others while protecting yourself. When we settle for the power we feel from pleasing others over the power we connect with from offering what's true and easy for us to offer, we are vulnerable to riding other powerful



people’s coattails. It’s a wonderful gift to be loyal and believe so much in another and their contribution that you support them. But to do so to the point that you are not sure you could articulate your value proposition to another, do well, or be as happy and secure at your job without that person is not helpful for securing sustainable happiness and success.

Take Action

Where have you been on the work strategy scale? *(Place an X to represent the predominant strategy you have followed that might have contributed to you veering onto and stay stuck on the Path to Burnout).*



It’s Never Too Late to Pivot

Take Note

It’s important to figure out what you can do that makes a difference for others and then seek opportunities to do it.

When we dedicate our time and effort into an egocentric way of working hard, we are siding with the exact opposite energy of what will connect us with our ability to figure this out and experience happiness for our work. In doing so, we also block our ability to



be energetic, civil, and confident in our ability to accomplish what has meaning for us. We also certainly block our connection to the path of purpose.

The beneficial byproducts of having a connection to what we can do that makes a difference for others includes: belonging, energy, positivity, powerfulness, receiving more material rewards than we could imagine, being able to responsibly handle and enjoy more material rewards, and the unveiling that enables you to see your purpose and calling more clearly.

If you can relate to getting caught up in an egocentric approach, don't beat yourself up. The good news is you can make a new choice to work and walk the Path of Purpose.

Take Action

Do you struggle with thoughts such as:

What do I love to do? versus What would enable me to be and offer my best to others?

Yes

No

Maybe, I'm not sure

Where would I love to do it? versus Where are there opportunities for me to make a difference for others?

Yes

No

Maybe, I'm not sure

Who do I want to work with? versus Who do I share experiences with and relate to?

Yes

No

Maybe, I'm not sure



What rewards are possible for me to get? versus What difference can I make for others?

Yes

No

Maybe, I'm not sure

I'm Less than Engaged—What Can I Do About It?

Take Note

Nurturing yourself when you are depleted of energy keeps you connected with your soul and your internal power. What your employer does and can do feeds the ego because your employer is an external power. Pivot from the path to burnout to the path of purpose by making a different choice. Seek to control three things that are the only things you can easily control at work anyway:

1. What you offer to others (your intentions)
2. The way you offer what you offer to others (your mindset)
3. What you ask of others and give to yourself (your fulfillment)

We are more likely to get what we request when we leave others free to say “yes” or “no” without any repercussion, and when we are clear about how getting what we request can make it easier for us to serve others. How we nurture our sense of fulfillment when feeling overwhelmed can prepare us to awaken an awareness of our intention and mindset.

Returning to a state of engagement is possible with self-observation and soul care that awaken and restore your soul's authority. Having the soul in charge over the ego enables you to develop the clarity, confidence, and conviction to recognize opportunities



From Burnout to Purpose: The Workbook™

that are a match with your talents, values, skills, and ambitions. Shift your focus for yourself. Here's how:

- develop clarity for and balance between your *mindset* and your *aptitude*
- discover the *intentions* you have for others and support your ability to offer them through the *goals* you set. Your *accomplishments* should be evidence of your dedication to your *intentions*
- seek soul-*fulfillment* while expressing gratitude for external *motivation*

Take Action

What if anything do you believe might be in your way for developing clarity, confidence and conviction for your mindset, intention for others, and fulfillment?



Chapter 4 Notes from Meeting with My Purpose Partner

What stuck with me most from this chapter is ...

What I am most excited to put into practice from this chapter is ...

What I'm challenged by or confused about from this chapter is ...

What I observed about myself reading this chapter and practicing it's concepts is ...

A request I have for additional support or help from *My Purpose Partner* is ...



Chapter 5: RECAP of *Are You Ready to Pivot to the Path of Purpose?*

An Alternate Path

Take Note

The Path of Purpose is about working primarily from *energy* (what you effortlessly offer to others and enable for yourself in return; the vibe you give off; acting with power). It focuses on:

- **Mindset** (what you believe and feel about yourself and others)
- **Intention** (what you strive to enable that validates and nourishes your soul—what you wish for others)
- **Fulfillment** (what enables you to perform at your best)

Working from *effort* is secondary. It focuses on:

- **Aptitude** (what you can do)
- **Goals and Accomplishments** (what you strive to do and/or have done that justifies your value)
- **Motivation** (what inspires you to perform; the rewards or payback you wish for yourself)

In this purposeful approach of *energy* first and *effort* second, there is no expectation that anything be offered that you don't have readily available to offer and it allows for



From Burnout to Purpose: The Workbook™

recharging your energy. You will still face challenges with this path. The difference is you are more likely to experience the energy, patience and tolerance for others, and power to face your challenges and grow from them.

Working with purpose requires no changes in yourself. It is a byproduct of self-clarity and finding appreciation and, dare I say, love for yourself. Learning to nurture and love yourself through challenges may well be the most efficient way of opening up your ability to recognize and pivot to the path of purpose while you restore engagement for your work.

As you learn to nurture and love yourself, you expand in your capacity to serve and love others. In essence, you prepare your capacity to be connected with a sense of purpose and receive the rewards that come with that way of living and working.

Working with purpose happens when we learn that our job and those we serve in that job are more like a patient who can be cured by our remedy. *Our* remedy is what we can't help ourself in delivering. That makes you the doctor of your services not the unconscious patient of the circumstances. Chronically contributing what you can be relied upon to provide to others is best described as working consciously. Being able to offer it over and over, despite what's happening around you, comes with courage, practice, and perseverance.

Working with purpose offers its truth, which is a clear understanding of whatever you have an unending supply of to offer to others. You offer it because you believe it can make a difference. Working with purpose is working in a manner whereby we can sustain *pep, patience, power, and peace*. We can do that because we are aware of and advocate for what we value most in order to enable what we enable for others.



From Burnout to Purpose: The Workbook™

To advocate means to calmly ask for what you value and for what would make a difference in your ability to deliver service to others while fully allowing yourself to have the experience of hearing “no” as the answer. Advocating is not whining, bullying, or pushing for what you want. When we allow for a “no” answer, people tend to subconsciously read our willingness to give them authentic space to answer in a way that works for them as well as for us. We come across favorably to others. As a result, people tend to experience true advocating as confident and sensible. It inspires the most cooperation and collaboration others have the capacity to offer to others.

So how do we get on the path of purpose—and stay there? We must

- acknowledge where we are on the scale between engagement, overwhelm, overextension, disengagement, ineffectiveness, and burnout.
- make a choice to put the soul in charge over the ego.
- acknowledge (without allowing), any stories our ego might dream up about why the soul in charge will not work at our job.
- learn and practice a four step method for soul care as you pivot your path.
- receive (versus chase) the byproducts that come with being on the Path of Purpose.

Take Action

Answer a few questions about The Path of Purpose ...



From Burnout to Purpose: The Workbook™

Do you often offer what you don't have readily available to offer?

Yes

No

Maybe, I'm not sure

Do you often deny yourself opportunities to recharging your energy?

Yes

No

Maybe, I'm not sure

Do you offer when talents, skills, abilities and ideas even if you sense they may be judged harshly or disregarded?

Yes

No

Maybe, I'm not sure

Do you regularly advocate for what would make a difference in your ability to deliver service to others while fully allowing yourself to have the experience of hearing "no" as the answer?

Yes

No

Maybe, I'm not sure

What barriers, if any, may be in your way to switching to the Path of Purpose?



Acknowledging What I've Been Devoted To

Take Note

Burnout is a state of heart and mind signaling us that we have stayed connected to a clear picture of what is stressing us out for too long, and overlooked or ignored that we have the power to shift our focus.

The symptoms such as overwhelm, exhaustion, cynicism, and powerlessness are signals that offer an opportunity to look at what you have *devoted* your attention to.

Devotion is love for, dedication to, or enthusiasm for someone or something. *Dispirited* is to be deprived of hope and disconnected from your spirit—the part of you that must be nurtured and validated.

devotion (*dedicated from your soul*) → inspiration

versus

dispirited (dis-spirited) (dedicated from your ego) → fatigue

It is important to take care of both your ego and your soul. Primary care must be given to the soul to achieve balance.

How often we live, searching for inspiration, hoping it will lead to devotion. In truth, it's the other way around.



Engagement and being on the path to purpose is a devotion to *seeking opportunities to sustain and even expand* your energy, civility, and personal power. It’s a byproduct of a conscious or subconscious soul-fulfilling approach to work.

What I mean by *soul-fulfilling* is being aware or unaware that the concern, or regard,

- is focused primarily on bringing benefit or protection to others;
- is focused on thoughts or feelings based in abundance, gratitude, and/or hope;
- is coupled with deliberate action that favors a consistent, steady, and more vivid experience of what you value or hope for; and
- is to serve others through civility, collaboration, inclusion, win-win solutions, interest, meaning, alignment of values.

We can start to shift to the path of purpose by simply observing, acknowledging, and allowing ourselves to experience where we are—either in engagement (and ready to expand further), or in overwhelm, exhaustion, cynicism, powerlessness, or burnout (and ready to heal).

Take Action

Overall, how engaged, overwhelmed, emotionally and physically tired, cynical, powerless, and burned out do you feel on a regular basis? *(give yourself a rating from 1-10)*

1	2	3	4	5	6	7	8	9	10
min							max		



Putting the Soul in Charge

Take Note

Individual well-being enables collective well-being. When we come from the soul, we have a creator or creative energy coming through us. This means we effortlessly enable more and more vividly in our own life what we appreciate, value, and offer to others. All while never leaving the ego behind since the soul is inclusive. In that, we assure our connection to a true and sustainable sense of self-clarity, personal power, and we walk on (and with dedication, stay on) the path of purpose.

How can we feel connected to a great sense of purpose if we don't even know how to take care of ourselves when life feels too boring, stagnant, or overwhelming? Have you become too impatient with yourself, your life or others? Impatience is a form of resistance and a sign you are giving too much energy and attention to your ego and not enough to your soul.

Take Action

Asking the following questions and allowing answers to emerge are initial actions you can take to enable a soul-fulfilling approach to work. If you are feeling impatient or don't know what you want, then ask yourself three things:

1. What am I doing that I don't want to do?



From Burnout to Purpose: The Workbook™

2. What do I wish to avoid?

3. What am I afraid of experiencing?

When we are unclear, stuck, or confused, most of us can easily answer at least one of those three questions. We can use the clarity of those answers by then asking ourselves a most important question:

What would be the opposite of what I don't want to do, what I wish to avoid, and/or what I am afraid of?

To stay devoted to the path of purpose, ask yourself questions such as these (if you don't know the answers yet, it's ok to write down I don't know yet):

What would be the opposite of what I don't want to do, what I wish to avoid, and/or what I am afraid of? *(The answer offers a clue to your mindset.)*



From Burnout to Purpose: The Workbook™

How can I take care of myself if I am feeling exhausted, cynical, or powerless? *(The answer is what gives you fulfillment.)*

What do I wish to enable for others and experience (as well as be valued for) in return? *(The answer is your intention.)*

If You Choose the Path of Purpose, You Must Stop Doing This

Take Note

The ways you think and feel about your work may be enabling symptoms of burnout to begin and/or to persist. Taking a soul-fulfilling approach toward your work starts with acknowledging these feelings and your corresponding behavior.

Being primarily focused on what others want, are doing or could be doing, and feeling valued *only* if there is external evidence that you *are* valued keeps you on the path to burnout. Spending time believing that satisfying others is what defines your value over discovering and offering what you can easily do to make a difference sabotages your ability to enable a soul-fulfilling approach to work. The same is true when you spend time believing in what others can do for you over what you can enable for others.



Take Action

Which of these common fear-based beliefs do you experience in relation to your work or work environment? (check all that apply)

- Things will be tough.* Do you feel restricted by lack of support and/or resources?
- There will be resistance or harsh judgment.* Does it feel like everyone around you believes they know better than you about how to do your job?
- There's no appreciation anyway.* Besides getting the promotion or pay you deserve, do you struggle to remember the last time someone said, "Great job!" "Thank you," or even just "Hey, good to see you today"?
- Everyone and everything around me is "wrong" and I am "right."* Do you think or say out loud, "If only people would listen to me or do what I am telling them to do"?
- This place is toxic.* Do you swap negative stories with others, such as these: "She did that to you! Listen to what she did to me!" Or, do you contribute lots of evidence about what is wrong with a situation yet offer few, if any, suggestions on how to make things better?
- Why bother?* Do you justify your lack of involvement to make anything better due to a sense of futility?
- Who cares?* Do you justify your lack of involvement to make anything better through a sense of contented indifference, as in, "I don't know?"



You started it! Do you use how others treat you or what's happening around you as justification for what you will do or how you will treat others and yourself?

Holding fear-based beliefs such as these long enough assures you are well on your way to settling for unsustainable solutions and burnout.

Take Action

What unsustainable solution do you indulge in too often to soothe your job-related stress? (check all that apply)

liquor

nonprescription or recreational drugs to “get through” anxiety-ridden days or sleepless nights

comfort foods

excessive shopping

over exercising

other unsustainable solutions you have been settling for to soothe your job-related stress include:



Take Action

Which of these beliefs might be challenging for you to adopt? (check all that apply)

- discovering and holding true to who I am and what I have to offer

- trusting that external rewards will follow if I discover and hold true to who I am and what I have to offer

- to value the opportunity to serve others our knowledge, skills, and talents, especially in times of economic uncertainty or in the face of fear-filled leaders

- that I hold the most power to restore feeling deplete on a soul-level

- seeking opportunities to offer your best to others no matter what you're up against, and with or without a dangling "carrot" promising a company-given reward

What barriers are in the way that make it challenging for you to adopt any beliefs you checked?



hybrid work arrangements where there is flexibility to work from home and the office

0 1 2 3 4 5 6 7 8 9 10
not at all consistently

feeling that my overall well-being matters and is cared about

0 1 2 3 4 5 6 7 8 9 10
not at all consistently

managers who are engaged and set a tone of engagement

0 1 2 3 4 5 6 7 8 9 10
not at all consistently

Journal your beliefs or concerns about the concept that you hold more power than your employer to engage and experience fulfillment from your work.



Instead, Start Doing This

Take Note

Develop your muscle for *the three C's for a soul-fulfilling approach to work*: clarity, confidence, and conviction.

Clarity

Clarity is *understanding* yourself—knowing what easily enables you to do what you do for others. This includes soul care and a willingness to engage in personal observation and self-discovery.

Confidence

Confidence is *owning* yourself—being consciously aware and certain of your power to enable meaningful possibilities for others. It's *self-faith* that you will act in a *right* way, no matter what the situation. *Right* means the way will be in alignment with the truth of who you are—your personality, interests, talents, knowledge, skills, abilities, and experience. Confidence also knows and exercises its personal and professional boundaries while in service to others. Confidence is a natural byproduct of clarity.

Conviction

Conviction is *offering* yourself—rather than what you think others want from you. Conviction happily seeks opportunities to do what it does most easily. It accepts the end result as it is without making it mean anything about itself or others. Conviction is a natural byproduct of confidence.



Take Action

Remember the *Clarity Concept*:

The capacity for *clarity* is achieved by expanding your connection with 3 things:

1. Intention
2. Mindset
3. Fulfillment

Fill in the blanks with the 3 things that enable clarity:

I _____ + M _____ + F _____ = energy (the vibe you naturally give off to others) and your capacity for Clarity, Confidence and Conviction

A sustainable ability to be engaged in your work and life and to experience a connection to a sense of purpose are possible through intention, mindset, and fulfillment which enable Clarity.

Confidence is a by-product of Clarity and Conviction is a by-product of Confidence.

You work solely, versus *soul-ly* ;-), from *effort* when any one of the three components of Clarity is low, because your capacity for confidence and conviction is also compromised. When clarity is compromised, your ability to take a soul-fulfilling approach to work and to stay connected to the path of purpose is nearly impossible. An ability to observe and nurture the self is vital for opening up your ability to restore your energy and sense of personal clarity.



Beliefs that Block the Path of Purpose

Take Note

The Path of Purpose requires us to acknowledge beliefs we have or stories our ego might dream up about why the soul in charge will not work at our job. The biggest roadblock I have seen people encounter on the way to the path of purpose is an inability to understand how to make a meaningful difference for others. Three things block our ability to pivot to the path of purpose:

1. Being unable to figure out how to make a difference
2. Believing you will have to give too much in order to make a difference
3. Believing others control (or block) your ability to make a difference

Take Action

Which of the following blinders to the path of purpose have you experienced and felt powerless to change (check all that apply)?

I struggle to figure out how I make a difference

I worry that I will have to give “too much” in order to make a difference

I believe others have the power and control my ability to make a difference



Why do you relate to those reasons?

I Can't Figure Out How I Make a Difference

Take Note

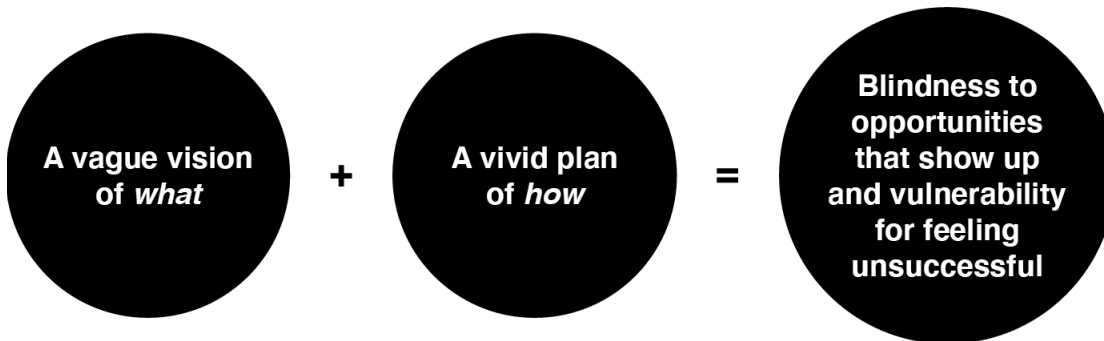
By nature of being human, each of us is born with the wiring that is required to make a meaningful contribution to another. However, until we learn how to observe and nurture ourselves through challenges, we cannot nurture others in meaningful ways and enjoy a sense of fulfillment.

When you decide to obtain a deeper knowledge of something you are interested in, can do well at naturally, and can offer to another, you will discover what your connection to purpose is. It's just a matter of time and it can be no other way. It is our birthright as humans to know what we can do easily to serve others, and to have a sixth sense for knowing how to do what we do despite what is happening around us.

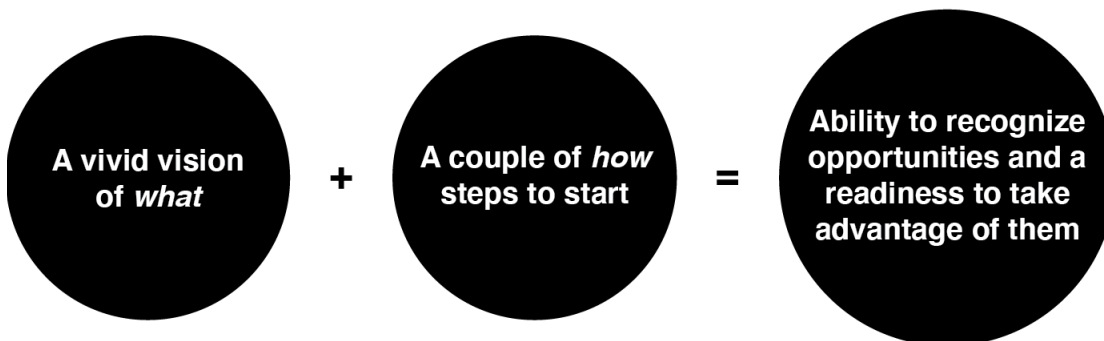
In working from the path to burnout, we tend to focus on *how* we do things. In working from the path of purpose, we tend to focus on *what* we enable for others. Working with purpose and engagement means believing that opportunities exist even in seemingly bad situations and trusting that you have the ability to recognize and act on opportunities when they do show up.



Working from the Path to Burnout Focuses on *How*



Working from the Path of Purpose Focuses on *What*



Take Action

Do you understand what you do that makes a difference for others?

Yes

No

Maybe, I'm not sure



Do you feel like you make a difference for others every day?

Yes

No

Maybe, I'm not sure

Do you feel like you make a difference with every interaction you have?

Yes

No

Maybe, I'm not sure

What if I Have to Give Too Much in Order to Make a Difference?

Take Note

Believing that serving others will somehow be at your expense comes from a fear of getting into a situation where you will be

- taken advantage of,
- expected to be what you are not,
- expected do or give what you can't do, and/or don't have,
- and/or expected to do or give what you are reluctant to do or give.

There is a difference between *giving* and *offering*. *Offering* has nothing to do with giving people something you don't have to give or want to give. I do not endorse adopting or cultivating a belief that requires you to change yourself, others, or your situation to connect to a sense of being able to make a difference. Instead, I favor realizing who you already are and what you already have to offer. A willingness to wake up to it and to offer it when you recognize it can make a difference is all you need.



Take Action

I frequently believe that if I offer what I have to offer, I will be ... *(check all that apply)*:

- taken advantage of
- expected to be what I am not
- expected do what I can't do
- expected to give what I might be reluctant to give

What happened in the past that justifies those beliefs?

What if I Believe Others Have the Power and Control My Ability to Make a Difference?

Believing that unleashing your greatest potential is in the hands of someone else creates an illusion that you have no internal power.



The magnitude to which we perceive power to be in the hands of another is equal to how powerfully connected we can feel to what it is we wish for others. It is also equal to how much we trust our ability to consistently contribute to enabling that wish.

Take Action

It's typical for me to believe that someone has to give me the permission, authority, resources, and rewards that will enable me (or justify me) to give my best?

Yes

No

Maybe, I'm not sure

If *yes* or *not sure*, what happened in the past that justifies that belief?

Pivot to the Path of Purpose

Take Note

Burnout is often a result of being fundamentally disconnected from a soul-fulfilling approach to work. That means the ego has been driving and has diminished, perhaps disconnected, the soul. To rectify this, practice *The OPEN Method™*.

The OPEN Method™ is an easy, doable way of restoring your power. It is a remedy for low energy thoughts, urges, and feelings and alternative to pushing through despite



feeling depleted. *The OPEN Method™* is about giving nurturing to yourself versus seeking it from outside yourself so that you can stay connected to a sense of purpose.

Step 1—O for Observe

Acknowledge what you are observing externally and how that observation affects your thoughts, urges, and feelings (mind, body, and soul). Observe yourself in the situation versus judge what others are doing. Learn to discover signs that you are depleted.

Step 2—P for Pause

Practice non-judgment for your thoughts, urges, and feelings. Think what you think and feel what you feel without taking action—just yet.

Step 3—E for Engage

Figure out what will nurture your soul and therefore your ego too. Choose clarity of what you want versus what you don't want. Practice non-judgment and release guilt for welcoming the fulfillment that enables you to do what you do for others.

Step 4—N for Nurture

Take action on what you determine will help to restore you. Practice non-judgment and release any possible guilt for investing time, energy, and resources in what nurtures you. Allow clarity, confidence, and conviction for your work and life to surface naturally.



Chapter 5 Notes from Meeting with My Purpose Partner

What stuck with me most from this chapter is ...

What I am most excited to put into practice from this chapter is ...

What I'm challenged by or confused about from this chapter is ...

What I observed about myself reading this chapter and practicing it's concepts is ...

A request I have for additional support or help from *My Purpose Partner* is ...



Chapter 6: RECAP of Step 1—Observe for the O in OPEN

Observe Your Thoughts, Urges, and Feelings

Take Note

Step 1 is to *Observe*. What you Observe is not *the* truth—it's *your* truth. In this step, *Observe* three things without guilt or judgment of self or others:

- **Your Mind**—notice what's coming from your head
- **Your Body**—notice what's coming from your body
- **Your Soul**—notice what's coming from your heart

In this step, you focus on observing yourself vs. judging others or analyzing the situation. In doing so, you enable yourself to transcend the hold that the situation, other people's energy, or your own self-sabotaging guttural reactions may have on you.

Observation mode keeps the soul in the driver's seat. With the soul still in control, we can more clearly notice and register what's happening. *Observing* merely asks us to primarily notice what we perceive about ourselves until we can productively face others and the situation we are experiencing.

So the only goal of step one is to *Observe* what you think, have an urge to do or say, and feel within your mind, body, and soul, without giving in to reactive urges. When there is no pressure to react or respond, there is a lightness and a greater sense of openness to seeing the truth about yourself.



From Burnout to Purpose: The Workbook™

In *Observation mode*, we strengthen our soul awareness. Soul awareness is simply becoming aware of our thoughts, urges, behaviors, and feelings relative to what is happening around and within. Let go of:

1. analyzing how another person or a situation should be affecting you.
2. how you believe you should be reacting or responding.

Instead, notice and *Observe* what actually is. See *your* truth—mind, body, and soul. Soul awareness is a benefit of developing our *Observation* strength that comes over time. It opens up our capacity to learn about and care for ourself so that we can evolve into someone who feels ready to learn about and care for people or things with a soul-fulfilling approach.

In this step you simply ask yourself four questions (and ask them several times if necessary), until you get clear about what you think, have an urge to do or say, and feel. You know that you are not on the hook to get at *the* truth about the situation or about others.

Question 1. “Am I okay?”

Question 2. What do I *Observe* is happening and what am I thinking about it right now?

Question 3. What do I *Observe* is happening and what am I having an urge to do or say about it right now both externally (to others) and internally (to yourself)?

Question 4. What do I *Observe* is happening and what am I or feeling about it right now?



Take Action

When we move into Observe yourself by asking four questions versus judging others or analyzing the situation. The point is to seek truth about yourself (never about others) in order to surface insight into how to effectively take care of yourself physically and emotionally so you restore your soul to the driver's seat while calming and assuring your ego that you will get through your depleting experience and become stronger in recognizing opportunities and enabling productive solutions to surface naturally.

Consider a situation you find challenging, ask yourself the first of 4 questions:

Question 1. "Am I okay?" (*circle one*)

Yes

No

Unsure

yes = I am still open and aligned with a sense of clarity, confidence, and conviction to find win-win solutions despite a moment of feeling jarred. If this is true, move forward

no and not really = I am not ok or I am not sure I am ok. Not being sure if you are ok is not ok. It's time to have an internal dialogue through *The OPEN Method™*.

If No or Unsure, ask yourself the next 3 questions:

Question 2. What do I *Observe* is happening and what am I thinking about it right now?

(What do your thoughts say about what's happening externally and internally?)



From Burnout to Purpose: The Workbook™

“I notice I am thinking about others or the situation (external observations): _____

_____”

“I notice I am thinking the following thoughts about myself as I experience the situation and/or interact with another/others (internal observations): _____

_____”

Question 3. What do I *Observe* is happening and what am I having an urge to do or say about it right now both externally (to others) and internally (to yourself)?

External observations—“I notice I have an urge to do and say the following things about the situation or other’s involved in the situation: _____

_____”

Internal observations—“I notice have an urge to do and say the following things regarding myself as I experience the situation and/or interact with another/others: _____

_____”

If you don’t know, just notice if your urge is for a fight, flight, freeze reaction or even a face it response.



From Burnout to Purpose: The Workbook™

Where in your body do you feel that urge for a fight, flight, freeze reaction or a face it response?

Question 4. What do I *Observe* is happening and what am I or feeling about it right now?

External observations—"I notice I feel the following things about the situation or other's involved in the situation: _____

Examples: vulnerable, sad, disappointed, overwhelmed, helpless, stuck, confused, detached, drained, frustrated, impatient, angry, stressed, guilty.

"What would I rather feel is: _____

Examples: secure, happy, excited, calm, powerful, accomplished, clear, connected, energetic, fulfilled, patient, loving, at ease, peaceful.

Internal observations—"I notice I feel the following things about myself as I experience the situation and/or interact with another/others: _____



From Burnout to Purpose: The Workbook™

“What would I rather feel is: _____

”

Take Note

We are not our experiences. We are *enablers* of experiences. Allowing what might be tough, painful, or depleting experiences is vital for our growth, the evolution of our consciousness, and our capacity to make meaningful differences for ourself and others. It's also vital for our ability to prudently handle the material rewards that come with making meaningful differences in the world.

Skipping this step leaves you vulnerable for clarity on what we don't want or what we wish were happening faster. It also enables us to deny, ignore, or accept what is confusing, unknown, or depleting. All of those subtle nuances are forms of resistance. So when we feel confused, stuck, detached from a sense of purpose, or even burned out, we must allow ourselves to tune into the meaning we are making from what's happening around us.

Take Action

Talk kindly to yourself.

When you notice your ego popping up and you have trouble settling it down, have an internal dialogue with it. It's important because when you are facing a threat or a challenge that brings up a belief that something bad could happen, what you notice is no doubt coming from your ego. Feeling triggered is often a sign that you are coming



from an egocentric place. The ego then believes it is justified to take reactive action even if it is unproductive or detrimental to the situation, others, or itself.

Say to yourself,

Hold on, my ego. I know you want to protect me. Thank you for that. I'm going to invite my soul in so that as I move forward with a decision to experience such-and-such, you, my soul, the situation, and other people involved will all be taken care of.

Hope versus Fear

Take Note

What you *do* and what you *express* will never give you more power than what you *believe*. Faith is a relevant muscle you will want to develop further for experiencing work you love.

Definitions of *hope, fear and faith* are:

- Hope — the “good” you believe *could* happen
- Fear—the “bad” you believe *could* happen
- Faith — what we put trust in or believe—whether “good” or “bad”

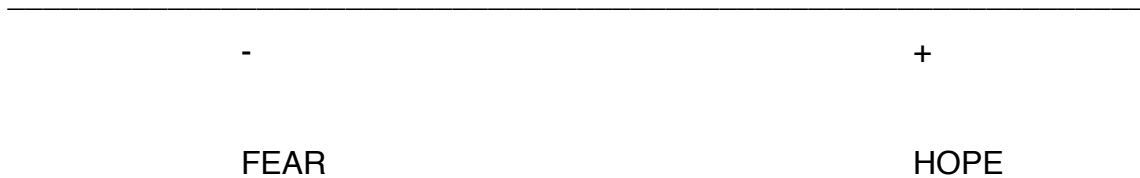
I believe everything in the universe is designed for our growth and the unfolding of our consciousness—but not necessarily for our pleasure. Fear is a belief that the energy of the universe is out to do us harm. Fear constantly questions the energy of the universe’s intention or ability to bring benefit into our lives.



From Burnout to Purpose: The Workbook™

Do you find it very hard to get in touch with your thoughts, urges, and feelings? If so, start with the distinction of where you are aligning your faith—toward the “hope” or the “fear” end of the faith spectrum.

Faith Spectrum



Take Action

Give yourself the ability to see opportunity.

Reflect on a situation at work that has you feeling drained. If what you are experiencing is closer to the fear end of the faith spectrum, ask yourself,

How can this experience that seems negative actually be an opportunity for my growth?



Try saying to yourself or aloud to others,

“I can’t wait to see the benefits that come out of this situation!”

Take Action

Give yourself some inspiration.

I often suggest to my clients who struggle with facing their Observed fear to find an image of the Fearless Girl statue facing the Charging Bull statue in NYC and set that image on their smart phone or computer as their screen saver. It is a reminder to be fearless and face what evokes fear for you.

Take Action

Give yourself a loving gesture.

If *Observation* is an act of courage for you, here are some of the things you can do to soothe yourself through your moment of *Observation*. Do one:

- hold your own hands
- make a fist out of your hand, place it on your heart and gently tap the center of your chest several times
- crisscross your arms to rest a hand on each of your shoulders
- rub your hands on your thighs or knees
- give yourself a hug and rub your back if possible



In other words, touch yourself the way you would offer comfort to another who is crying or upset. Be your own friend by giving yourself a gesture of love and support.

Take Action

Give yourself the ability to experience clarity for what you want.

Unattended fear keeps us stuck and clouds our ability to know ourselves or what we want. Attended fear provides a velocity for knowing what we don't want, which we can transform into information about what we do want by just asking ourselves to imagine an opposite scenario. When we use fear as information to be transformed into what we *do* want, we begin to align ourselves with what fulfills us.

If you are experiencing clarity for what you don't want and struggling to figure out what you do want, ask yourself,

What would be an opposite scenario to what I am experiencing right now?_____



Observing—An Exercise

Take Note

Chakra is a Sanskrit word that translates into English as “wheel.” Chakras are energy fields in seven main areas in and around your body. These energy fields, when they are open and aligned with each other, efficiently receive and feed energy to our body. Therefore, they affect our emotional and physical wellness.

Some meditation classes teach that the chakras have positive (or, as I say, *hope-centric*) and negative (or, as I say, *fear-centric*) charges. I find this very inspiring for using the chakras to gain insight into what might trigger upset energy and keep it stuck in our body.

On the next page is a chart that can offer insight into how you might use the chakras as a guide by their location, color representation, and hope-centric and fear-centric charges. The fear-centric expressions of blocked chakras are not meant to be represented as “bad”. Instead, they can merely be seen as signals to take action by practicing *The OPEN Method™*. The remedies are suggested strategies for nurturing yourself during times of closed or blocked chakra experiences.



From Burnout to Purpose: The Workbook™

Chakra, location and color	fear and ego in charge	hope and soul in charge
Root—the base of the spine. red, brown, black, or grey	fear-focused, distrust in life, abandonment or disconnection, boredom, stuck, confusion, ungrounded, uncertain, hunger, longing for something, ashamed of your family or roots, lack of soul care	health, trust, boundaries, security, relaxed, caring for the basic needs of the self and/or family
<i>If your thinking or urges or feelings identify more with fear or the ego, try any of the following remedies related to stability and survival that would enable you to feel nurtured.</i>	<i>self-care for hygiene, health, safety and/or survival; forgiveness of self; acceptance of self and others; connection with those you love; getting your financial or personal affairs in order; cleaning, organizing and/or decorating your home, garden or landscape; nutrition and healthy meals; calming and restorative exercises</i>	
Chakra, location and color	fear and ego in charge	hope and soul in charge
Sacral—lower abdomen below the navel. orange	lust, vanity, greed, focus on or desire for material things, creatively blocked, judgmental, indifferent or apathetic, compulsive, overindulgent, guilt, joyless, vulnerable, doubtful	creativity, connection with others, playful, beautifying the self, spiritual awareness, charitable to others, learning
<i>If your thinking or urges or feelings identify more with fear or the ego, try any of the following remedies related to creativity and pleasure that would enable you to feel nurtured.</i>	<i>self-discovery; charitable acts, generosity and/or giving to others; creating more balance in your life; fun or pleasure; art and crafts or creativity; Observation of thoughts, urges and/or feelings; small acts that move you out of your comfort zone; self-help to build self-esteem; making love with a committed partner; movement-focused (i.e., Tai-chi, dance, yoga) or lower body exercises</i>	



From Burnout to Purpose: The Workbook™

Chakra, location and color	fear and ego in charge	hope and soul in charge
Solar plexus—stomach above the navel. yellow	low or no energy, childish, victimized, selfish or abusive to the self, blameful, manipulative, controlling, ashamed of self, unworthy	confident, energetic, openness to change or exploration, action and movement, faces challenges, powerful, disciplined, reliable, empathetic, grateful
<i>If your thinking, urges and/or feelings identify more with fear or the ego, try any of the following remedies related to taking action or initiating a change that would enable you to feel nurtured.</i>	<i>self-improvement; getting into action; acts of courage; practicing gratitude; seeking to understand self and others; noticing and following gut instincts; professional help to build self-esteem, heal trauma or anger, or reduce stress; vigorous (i.e., running, strength training) or abdominal exercises</i>	
Chakra, location and color	fear and ego in charge	hope and soul in charge
Heart—the center of the chest. green or pink	anger, divisive and rejecting of others, intolerant or critical of others, shaming, bullying, abusive and/or punishing to others, conditional, unloving to self or others, demanding, codependent, jealous, vengeful, no regard for the boundaries of self or others, enabler of others' destructive behavior, selfish or entitled	loving, kind, social, inclusive, respectful of others as well as the self, collaborative, passionate for life, grateful, altruistic, vibrant and healthy
<i>If your thinking, urges and/or feelings identify more with fear or the ego, try any of the following remedies related to love or balance that would enable you to feel nurtured.</i>	<i>love of self and others; loving acts (i.e., random acts of kindness or generosity, practicing patience); noticing and following what your heart says; expression of feelings or gratitude; professional help for deep self-discovery, finding and exercising boundaries, forgiveness and relationship work, or healing from grief or loss; focusing on the breath (i.e., pranayama, breathwork); balance-focused fitness (i.e., yoga, reiki), aerobic, endurance, or chest exercises</i>	



From Burnout to Purpose: The Workbook™

Chakra, location and color	fear and ego in charge	hope and soul in charge
Throat—throat. blue	gluttony, withholding your voice or opinion, sending mixed or deceptive messages, secretive, difficulty describing feelings, excessive talking, interrupts, gossipy, verbal abuse, lies, poor sense of ethics, poor sense of rhythm or tone deaf	authentic; truthful; communicative; listens and hears what is said, implied and meant; clear messaging; expresses feelings or emotions without harming others
<i>If your thinking, urges and/or feelings identify more with fear or the ego, try any of the following remedies related to truth and self-expression that would enable you to feel nurtured.</i>	<i>self-expression; learning and/or teaching; seeking information, advice or guidance; allowing yourself to say what needs to be said or speak your truth; singing and performing; developing communication skills (i.e., non-violent communication); practicing silence; guided meditation; activities focused on hearing and sound (i.e., sound therapy, music lessons, music that nurtures your soul); neck and shoulder massage</i>	
Chakra, location and color	fear and ego in charge	hope and soul in charge
Third eye—forehead between your eyebrows. indigo	making excuses or procrastinating, attracted to frightening or horrific content (graphic images of violence, war, death), dismissive of intuitive notions, dreams or nightmares, experiences headaches or vision problems, poor memory, lack of concentration, lack of imagination, denial, delusion and confusion	intuitive, discerning, logical, perceptive, imaginative, good memory, vivid memorization of dreams, self-aware, self-reflective, able to manage and recover from stress in a healthy way, able to conceptualize and visualize for breakthrough results, rational and spiritual balance, recognizes patterns others may not see.
<i>If your thinking, urges and/or feelings identify more with fear or the ego, try any of the following remedies related to a sense of higher self-knowing or intuitive trust that would enable you to feel nurtured.</i>	<i>holistic self-discovery of mind, body, and soul; purpose-driven living and working; seeking professional and personal relationships that are supportive, mutually satisfying, and promoting of growth; visualization or future-focused activities; meditation; noticing and following intuition; creating or experiencing visual art (art therapy)</i>	



From Burnout to Purpose: The Workbook™

Chakra, location and color	fear and ego in charge	hope and soul in charge
Crown—the very top to slightly above your head. violet, white, or gold	detached from soul, isolated, egocentric, addiction, mental, emotional and personality disorders	soul-centric, hope-focused, peaceful, trusting of life, spiritual, conscious and enlightened, wise, connected and unified with others and all things
<i>If your thinking, urges and/or feelings identify more with fear or the ego, try any of the following remedies related to unity, spiritual connection, growth and peace that would enable you to feel nurtured.</i>	<i>spiritual connection; selfless and compassionate action (without regard for personal gain or return); acts of unity, oneness, and peace; spiritual practice (i.e., prayer); spiritual retreats or education; exercises that calm the mind</i>	

Take Action

Do some Chakra work. Ask yourself where in your body do you Observe the energy of your thought, urge, and/or feeling?

"I notice aches, pains, or discomfort in my _____."

Here is a simple view of the body areas governed by each chakra:

- **root chakra**—spine, bones, blood cells, and colon
- **sacral chakra**—pelvis, legs, reproductive organs, and kidneys
- **solar plexus chakra**—abdominals, lower back, digestive organs, liver, and muscles, the ego
- **heart chakra**—heart, chest, mid-back, breasts, arms, blood flow
- **throat chakra**—throat, upper back, shoulders, jaw, neck, ears
- **third eye chakra**—forehead, brow, left brain or analytical mind, consciousness
- **crown chakra**—right brain or creative mind, subconscious mind, the soul and ego working together



From Burnout to Purpose: The Workbook™

Next ask yourself to imagine the color of your thought, urge, or feeling.

“I sense the color _____ in the affected area of my body.”

Each chakra relates to one or more colors. The color might point to a chakra that holds the answer for why I am experiencing this challenge, as well as to remedial activity that could help me to feel nurtured to face and resolve problems productively. Consider the chakra colors:

- red, brown, black, or grey—root chakra
- orange—sacral chakra
- yellow—solar plexus chakra
- green or pink—heart chakra
- blue—throat chakra
- indigo—third eye chakra
- violet, white, or gold—crown chakra

Next ask what might this energy’s location and color be trying to tell you.

“I sense that the location and color of this energy might be telling me _____

_____”



From Burnout to Purpose: The Workbook™

- If the energy is sensed as red, brown, black, or grey or it's in the root chakra, is there something you need to stick with, get grounded about, consider how it affects your family, values, or core beliefs?
- If the energy is sensed as the color orange or it's in the sacral chakra, is there something that needs to be creatively solved or an allowance made for fun or pleasure to be experienced?
- If the energy is sensed as the color yellow or it's in the solar plexus chakra, is there an action you need to take?
- If the energy is sensed as the color green or pink or it's in the heart chakra, is there something that needs to be loved or nurtured?
- If the energy is sensed as the color blue or it's in the throat chakra, is there something that needs to be expressed or communicated?
- If the energy is sensed as the color indigo or it's in the third eye chakra, is there something that needs to be seen in a new way?
- If the energy is sensed as violet, white, or gold or it's in the crown chakra, how is what you are experiencing providing an opportunity for your growth?

For example, if there is a pain or weakness in your legs, and the color you imagine the pain to be is yellow, try asking yourself a question related to the sacral (legs) and solar plexus chakras (yellow). For example, is there an unfulfilled desire for fun (the legs—chakra of fun, pleasure, and creativity) creating blocked energy because of lack of action (yellow—chakra related to action)?



Take Note

Often this layered exercise can reveal either the essence of your problem or what to do to take care of yourself while experiencing a challenging time. Sometimes with this exercise, insight into how to use your thinking, urges, and/or feelings as signals to move forward with purpose is immediate. Sometimes, nurturing actions from both chakras might be helpful in order to naturally surface purposeful action over time.

Whether insights surface for you immediately or not, what matters most is to give yourself the gift of time to allow answers to surface. Healing is rarely an on-demand exercise.

Denying the experience of a fear-centric thought, urge, or feeling and/or not nurturing yourself through it is what creates stuck energy in the body as well as in all aspects of life including work. In its simplest essence, the mind-body connection means that how we think and feel—whether consciously or subconsciously—strongly influences our wellness. You can get deeper insight into what and why things are being triggered based on where unexpressed thoughts, urges, or feelings might be expressing their energy in your body.

Take Action

Next consider any ideas that come to you about how to nurture yourself through your challenge and restore your capacity for engagement.



Chapter 6 Notes from Meeting with My Purpose Partner

What stuck with me most from this chapter is ...

What I am most excited to put into practice from this chapter is ...

What I'm challenged by or confused about from this chapter is ...

What I observed about myself reading this chapter and practicing it's concepts is ...

A request I have for additional support or help from *My Purpose Partner* is ...



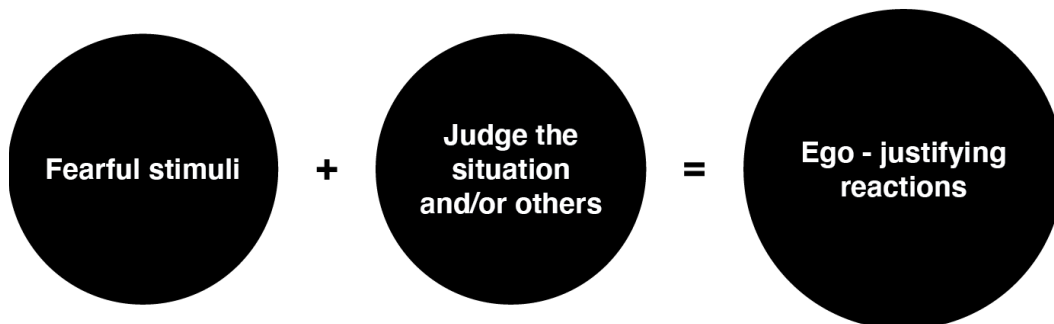
Chapter 7: RECAP of Step 2—Pause for the P in OPEN

Give Yourself a Break—Decide When You Will Take Action

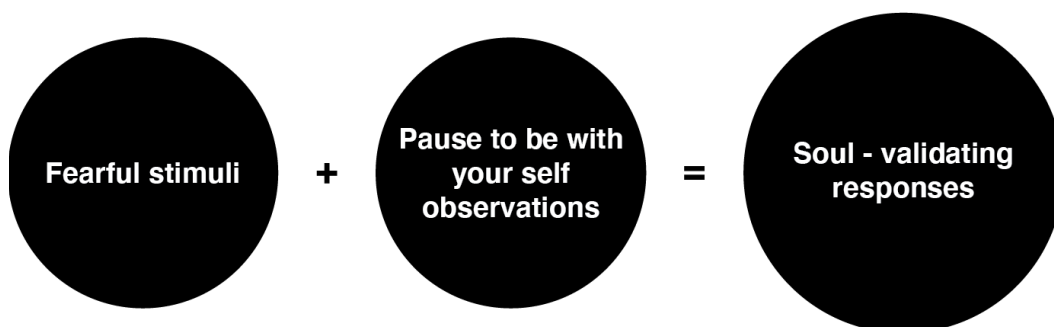
Take Note

Step 2 is to *Pause*. To *pause* is to temporarily stop and just be with your observed thoughts, urges, and feelings without doing anything about them. Don't judge, reject, or try to avoid them. Just be with them. In doing so, you enable yourself to surface ideas for self-care for yourself, and *response* versus *reaction* for others.

The Path to Burnout Offers *React* Experiences



The Path of Purpose Offers *Respond* Experiences





In this step, you temporarily take yourself off the hook for strategies, solutions, and actions for any challenges you are experiencing.

The power of Step 2 is important because when we experience fear-based thoughts, urges, and feelings, we initially might experience a block from being able to recognize what could be productive and nurturing. Often, just giving yourself time is enough to allow your soul to return to the driver's seat.

Pausing is usually a short break that can last a few minutes or hours but it may be longer when we are experiencing intensely stressful (fear-based) thoughts, urges, and feelings. How much time to *pause* is unique for each person and each situation, there is no rule to follow. Considering your situation and what you observe about yourself mind, body and soul, ask yourself, *How long would feel right to think my thoughts, and feel my urges and feelings without taking any action on them?*

In this step, do not worry about doing anything other than being with how you think and feel. Postpone asking yourself any questions about how to solve or fix your thinking, urges, and feelings about the challenge you are facing. It also isn't about resisting what you think, have urges to do or your feelings, but surrendering to the experience of your thoughts, urges, and feelings.



Take Action

Jot down any concerns you might have about Step 2 - Pause. How easy do you anticipate it will be for you to be with your thoughts, urges, and feelings without self-judgment or doing anything about them for a period of time?

Pause Exercise—A Mini-Practice in Action

Learn how to *Pause* during a confrontation.

When you *observe* thoughts, urges, or feelings that are draining, this step asks you to remove yourself from the situation or people upsetting you momentarily and immediately. Here are 3 steps to follow - try them in this order:

Step 1 - Simply say, "I need a moment of time to digest that. Would you be willing to let me get back to you when I feel ready to move forward?"

If that request is not honored, move to Step 2.

Step 2 - Listen to the other person and then reiterate that you don't feel ready to offer anything that would be productive and again state your desire to postpone further discussion until you feel ready to respond productively.



If that request is not honored, move to Step 3.

Step 3 - Say, “Please excuse me” or say nothing at all if necessary. And then walk away without anger, judgment, or guilt.

Take Action

Jot down any concerns you might have about Step 2 - Pause *during a confrontation*. How easy do you anticipate it will be for you to advocate for time to *Pause* when dealing with others (and to walk away without anger, judgment or guilt if necessary)?

Pause Mini-Practices—Try Them!

Pause Mini-Practices require no work at all. In this step, you temporarily take yourself off the hook for strategies, solutions, and actions. Despite this step requiring nothing of you, sometimes it helps to have a few things *to do* to remind yourself you are in the *Pause* phase. These mini-practices can help you calm down your ego and surface your soul. They simply allow you to experience your thoughts, urges, and feelings in order to surface *response* versus *reaction* for others, and ideas for self-care for yourself. You’ll know it’s happening because a feeling of calm peace will come over you.

During *Pause*, it’s best to avoid anything distracting such as:

- News
- Television or movies
- Alcohol or recreational drug use



- Social media
- Video games
- Heavy conversations or important decision-making
- Draining activities or people
- Important Work

Option A—The Purge-the-Urge Mini-Practice

Take Note

When faced with an uncomfortable thought, urge, or feeling, follow these steps.

First: Sit comfortably and quietly for a few moments with eyes closed, feet on the floor, back straight, and hands on your thighs. Your arms could also be crisscrossed over your chest with your hands on your shoulders. Do whatever feels right for you.

Second: Ask yourself the question,

“What does it feel like to have this thought, urge, feeling?”

Observe what your body wants to do when faced with this question. *Observe* the ideas, thoughts, or images created by your mind when faced with this question. *Observe* the feelings that surface when faced with this question.

Third: Ask yourself the question again:

“What else does it feel like to have this thought, urge, feeling?”

Did any new observations surface when faced with this question a second time?



Fourth: The third time, ask *your ego* the question:

“Is there anything more you want to say about this thought, urge, feeling, my ego?”

Do any new observations surface when you confront your ego directly with this question a third time?

Finally: Stay with yourself until you notice that your ego has finished expressing itself and a sense of peace, calm, or gratitude washes over you. That is your soul surfacing.

Take Action

What does it feel like to experience these thoughts, urge, and feelings?

Journal an experience with this Mini-practice: _____

Option B—The Going-Within Mini-Practice

Take Note



Direct your attention within for a few minutes. Sit in a quiet spot, close your eyes, and focus your thoughts and observations on an intentional thought such as a meditation mantra or prayer. It could also be an intentional observation of your breath or heartbeat for a few minutes.

Take Action

What does it feel like to experience these thoughts, urge, and feelings?

Journal an experience with this Mini-practice: _____

Option C—The What-About-Water? Mini-Practice

Take Note

Take a relaxing bath or shower or sit for a few minutes with your eyes closed while listening to the sounds of rain or the ocean.



Take Action

What does it feel like to experience these thoughts, urge, and feelings?

Journal an experience with this Mini-practice: _____

Option D—The Earth-Under-My-Feet Mini-Practice

Take Note

Go outside, take off your shoes and socks, and walk on the grass for a few minutes to soak in the electrons from the earth. This mini-practice offers a great exposure to antioxidants in addition to providing time for *Pause*.

Take Action

What does it feel like to experience these thoughts, urge, and feelings?



Journal an experience with this Mini-practice: _____

Option E—The Mind, Body, Soul Moment Mini-Practice

Take Note

Try any type of meditation, visualization, stretching, or prayer. You don't need to invest twenty to thirty minutes to connect with your mind, body, or soul. You only need to be aware that you are taking a moment to do so.

To *pause your mind*—focus intensely on one thing for a few seconds to two minutes.

To *pause your body*—stand up, stretch, and take a moment of silence before you sit down or resume activity.

To *pause your soul*—internally recite your favorite prayer, affirmation, poem, quote, or saying to yourself.



Take Action

What does it feel like to experience these thoughts, urge, and feelings?

Journal an experience with this Mini-practice: _____

Option F—The Soul Chat Mini-Practice

Take Note

Ask you soul to speak to another person’s soul about a boundary you have or want respected or a wish you have for them or for the both of you.

Afterwards, ask both your souls to *cocoon together in peace, light, and love.*

Take Action

What does it feel like to experience these thoughts, urge, and feelings?



From Burnout to Purpose: The Workbook™

Journal an experience with this Mini-practice: _____



Chapter 7 Notes from Meeting with My Purpose Partner

What stuck with me most from this chapter is ...

What I am most excited to put into practice from this chapter is ...

What I'm challenged by or confused about from this chapter is ...

What I observed about myself reading this chapter and practicing it's concepts is ...

A request I have for additional support or help from *My Purpose Partner* is ...



Chapter 8: RECAP of Step 3—Engage for the E in OPEN

Engage—Figure It Out

Take Note

To engage is to figure out what you will do to take care of yourself so that you feel equipped to face the situation you are dealing with. The goal of the engage step is to figure out what you will do to be nurturing to yourself so that the soul can restore, productive ideas can surface, and responsive actions are possible. Identifying the kind of care that would restore and nurture your soul is the goal for the Engage step.

In the Engage step, you ask yourself two questions:

- “What can I give to myself that would feel soul-nurturing during this time of stress (fear)?”
- “What would I appreciate from others to help me nurture my soul?”

Although the main purpose of this step is figuring out how to care for yourself, sometimes ideas will pop up about what to do about your challenge. If ideas surface organically about how to address the challenge that depleted you, it’s okay to welcome and consider them while you figure out care that’s soul-nurturing. If ideas do surface quickly, postpone taking action on them if you can until you have given yourself some soul-nurturing care. If time is of the essence, then figure out what would feel nurturing to yourself *while* you address your challenge. And if ideas don’t pop up, that is fine too.

Feeling stuck, confused, detached from purpose, and burned out are the result of experiencing fear (stress) without doing anything to nurture and restore your soul.



Sometimes we need to experience fear so as to enable action with the conviction that comes from either courage or hope. Imagining opposite states to what you fear is more easily done when we are engaged in soul-nurturing acts.

Take Action

When we move into the *Engage* step by asking two questions versus forcing ideas about how to take action and address our challenging situation. The point is to figure out how to take care of yourself so that your soul is restored and productive solutions surface naturally.

Question 1. “What can I give to myself that would feel soul-nurturing during this time of stress (fear)?”

“Since I observe myself to be feeling (circle all that apply) exhausted/cynical/
powerless, I will give to myself (*consult the suggested options for self-care in the next 3 chapters*) _____

_____.

Next, ask yourself this question:

Question 2. “What would I appreciate from others to help me nurture my soul?”

“I will advocate for _____
_____ from (name of
the person you will make this request of) _____.

_____.



The Value of Soul Care

Take Note

Managing our soul is also important for our well-being. *Wellness* is the external evidence of your internal *well-being*. Well-being expands beyond promoting happiness. It's a holistic approach to unleash and maintain a soul-fulfilling sense of physical, financial, professional, emotional, and social well-being.

Taking action by practicing *The OPEN Method™* and advocating for what you want (with courage if necessary), comes in handy for restoring the soul. If you don't know what well-being looks like for you, no one else will see well-being in you either. What we do for our well-being demonstrates that we love ourselves for who we are and what we can enable for others, and we value what is soul-fulfilling. It's time to recognize that *self-care* includes *soul care* and is not selfish. It's a necessary step for healing from chronic overwhelm and the dimensions of burnout, restoring engagement, and securing a connection with a sense of purpose.

It's amazing how we change what we notice as an opportunity and how deeply we engage in our work and life when we shift how we view and care for ourselves—for our *soul*.

We must tap into a sense of internal well-being to enable ourselves to receive and handle material success. Developing internally brings material rewards. It doesn't happen the other way around.



Take Action

Jot down any concerns you might have about Step 3 - Engage. How easy do you anticipate it will be for you to focus on figuring out what would feel nurturing to you in order to solution productive responses and actions for the challenge(s) you are facing?

Create Your Personal Power Practice

Take Note

A Personal Power Practice is soul-nurturing care that helps you keep your well-being capacity in top shape. It includes several factors:

1. **an active decision** to participate in what can help strengthen your feeling of personal power,
2. a **regular practice** to seek always to grow your personal power experience,
3. **sharing** your Personal Power Practice experiences with others.

When we don't feel that we have reliable, ongoing access to what fills us up, we will feel like we are not in control of our ability to respond—we will react. The truth is everything we do either adds to or takes away from our sense of fulfillment. It's okay to experience things that take away from our sense of fulfillment. Often those experiences are what



enable us to learn, grow, and relate in a more meaningful way to others. Again, it's okay to experience something that is draining. It's not okay to do nothing to restore what's been drained.

Take Action

If I practiced tending to my fulfillment tank on a regular basis, how differently would I show up for others?

Nurturing the Ego, and ONLY the Ego

Take Note

Learning how to nurture yourself on a soul level includes learning the difference between doing things that you enjoy *and* are sustainable for fulfillment versus things that feel good but could actually be keeping you down. Remember, the ego seeks to protect itself from ever looking bad and settles for what feels good in the moment, no matter how detrimental the longer-term effects might be.



When we nurture our ego, what we experience is often more like a temporary escape from something that is draining to us. Feeding the ego does not sustain a sense of recharge nor does it feed the soul. It often leaves us choked by worry and exhausted by the chase for material gain or fleeting amusement. As a result, we become stunted in our ability to connect with and mature our conscience. We struggle to feel a lasting sense of connection with our unique ability to make a difference and feel connected to a sense of purpose.

Take Action

Are you regularly doing one or more of these?

Avoiding by lying, denying, or being shy—anything to get away from something that’s draining.

I *avoid* when I _____

Overindulging by eating, drinking, or partying too much; binge-watching Netflix; buying things to a point where you get into debt.

I *overindulge* when I _____

Overdoing exercise or physical labor that puts stress on the body, becoming a workaholic, sleeping too little to get something done or sleeping too much and getting nothing done.



I *overdo* when I _____

Nurturing the Soul

Take Note

When we nurture our soul, we often experience fresh perspectives, feel more balanced, secure, and feel brave or courageous as we face our challenges. Feeding the soul feeds the ego too.

Remember, as the ego seeks justification, the soul seeks validation. In essence, the ego has you looking outside yourself for relief, reason, motivation, and reward. Contrarily, the soul has you look within yourself for relevance, meaning, authenticity, and benefit for all.

The things you do for yourself are tools to restore your true nature no matter what is happening around you. Nurturing the soul sustains a sense of recharge to face your challenges over a period of time.

The following chapters offer *personal power practice* strategies that might appeal to your soul as well as your ego. I suggest you try one thing from any of the symptoms you may be experiencing. The best approach is to pick one that fits into your day, or into something you are dealing with at work right now.

The most important thing is to *try* new strategies—practice is key. With practice, exhaustion can be returned to vigor, cynicism to civility, and powerlessness to a sense of personal power.



Take Action

Start by cleaning up your list of Twenty-five things:

1. Cross off anything on there that feels good in the moment, but too much of it leaves you feeling drained, exhausted, guilty, ashamed, or any degree of self-loathing during or after-the-fact.
2. Replace crossed off items with ideas from the upcoming chapters.

Do this now so that the next time you are experiencing overwhelm, exhaustion, cynicism, and/or powerlessness, you will have a list of options to choose from for the Engage phase of *The OPEN Method™*. What you ultimately want is a list of things that you know you enjoy AND their practice leaves you fulfilled on a soul level.



Chapter 8 Notes from Meeting with My Purpose Partner

What stuck with me most from this chapter is ...

What I am most excited to put into practice from this chapter is ...

What I'm challenged by or confused about from this chapter is ...

What I observed about myself reading this chapter and practicing it's concepts is ...

A request I have for additional support or help from *My Purpose Partner* is ...



Chapter 9: RECAP of *Engage—Nurturing Strategies for Vigor*

Pivot from Exhaustion to Vigor

Take Note

When we are overwhelmed by what we don't feel connected to, we can wonder who we are and what inspires us. Devotion brings inspiration—a key aspect for ascending from non-health-related fatigue. Remember, the cause and effect relationship is:

devotion — — — — —> inspiration

versus

dis-spirited — — — — —> fatigue

There may be things you think you are devoted to. But if a sense of inspiration is not experienced in return, are you truly devoted? Inspiration is a byproduct of your devotion, of your hope; and maybe of your courage.

Nurturing the soul during periods of exhaustion is about balancing out vigor-sucking conditions with vigor-giving conditions.



From Burnout to Purpose: The Workbook™

Manage and Get Help with Your Workload

Project/ Responsibility	Deadline —date or on-going	Key Stakeholders — who else contributes (name and role)	Resources —code resources you have in blue and those you require but don't yet have in red	Status— done, in progress/on time, in progress/ obstacles, stalled	Priority— critical, high, medium or low	Dedicated Hours— approximate hours per week spent (meetings + work time)	Comments— explain status and ask for what is required



From Burnout to Purpose: The Workbook™

Set up a spreadsheet like the one above in your computer to track work initiatives and use as a discussion tool with your boss.

When you are at capacity, discuss with your boss what you already have going on and ask them which project or task the boss would prefer you put on hold or give to another employee. Use the word *require* versus words like *want* or *need*. Using words like *want* or *need*, has bosses question the validity of the request.

Managing workload well is giving the people you serve insight into what it takes to get things done. It's important to collaborate with people and manage realistic expectations.

The greater the gap between the demands of our workload and the rewards of our job, the more likely exhaustion can set in.

Advocate for Personal as well as Professional Resources

Task	When it gets done— daily, weekly, monthly, etc.	Household Member currently Responsible for Each Task — Name	Household Member to be Responsible for Each Task —Name	Comments—status and what is required



From Burnout to Purpose: The Workbook™

Securing more reliable personal resources can also be a way to help you better with tight deadlines and the volume of work on the job. A way to get your arms around personal resource requirements create a spreadsheet like the one above in your personal computer. In this spreadsheet you can track what you are doing at home over the course of a week.

Are the responsibilities balanced (circle one)?

Yes

No

What is needed to make your home life run more smoothly?

Would it make a difference in your ability to be better engaged at your job if tasks were redistributed? (circle one)?

Yes

No

What I will share with my housemates and boss (if necessary) about how things are effecting me personally and professionally:



From Burnout to Purpose: The Workbook™

To be shared with housemates

To be shared with boss

Direct requests I will advocate for to start collaborating and designing alternative solutions:

Direct Requests for housemates

Direct Requests for boss

Discover and Honor Your Boundaries and Values

Discovering Boundaries

Avoidance alone is not exerting a boundary. Exercising your boundaries calmly and without judgment is a way we teach others how to treat us.



Boundaries become clear when you are honest with what you observe about your thoughts, urges, and feelings. Tune into your thoughts, urges, and feelings and ask yourself,

“When this situation shows up, what do I:

Think?	Wish to do or say?	Feel?”
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The answer to these modified questions from the *Observe* step gives you insight into your boundaries.

Discovering Values

Another way to know your boundaries is to understand your values. A value is something you appreciate as it makes it easier for you to do what you do to bring meaning to yourself and others. Honoring your values is a way to take care of yourself and communicate what matters most to you so that you can do what you are meant to do for others.

To begin, describe a value you hold in one word or a short phrase. I will use the example of *camaraderie* or *teamwork* to demonstrate:

1. **Enable**—ask yourself, “What would my value word do in this situation?” So if your value word is *camaraderie*, you might identify and include key stakeholders



by inviting them to lunch or coffee, to get to know people at the beginning of the project.

2. **Advocate**—ask yourself, “What could others do to support me in experiencing my value word?” So again, if your value word is *camaraderie*, you might ask others to include you in events.

3. **Exercise**—sharing with others your ideas or concerns about your value word. Using the same example of *camaraderie*, you might suggest—to those who seem to overlook *camaraderie*—that others be invited. Be sure you share about your value from a place that feels right for you versus judging others.

Enable (what I ask of myself)

Advocate (what I ask of others)

Exercise (what I say about my value)

Create “Values Experiences”

A way to nurture yourself through periods of exhaustion and even cynicism is to simply choose a word that describes a quality that you value and would like to turn up the volume on noticing, practicing, and experiencing.

Finish the following statement:



From Burnout to Purpose: The Workbook™

“A quality that I will recognize and experience it in a more vivid way (instead of focusing on what drains me) IS (i.e. beauty, cleanliness, order, fun, kindness): _____.”

Although you don't need others to provide your values for you, you express gratitude when others enable them for you. Your values are also what you advocate (ask) for and are on the lookout for from your job and your day in general.

When feeling drained or crabby, simply turn to a *mantra phrase* or *question* to process your world through a possibility you value.

A *mantra phrase* I might say about this word is—

“*I can't wait to see how [INSERT YOUR VALUE WORD HERE] prevails!*”

A *mantra question* I might ask myself about this word is—

How can I bring the power of [INSERT YOUR VALUE WORD HERE] to this moment?

The soul will offer this word to others as well. It will ask, *How can I bring the experience of _____ to this person or situation?* The soul waits for an answer to surface and takes action on that answer. If no answer surfaces, it trusts there is nothing more for you to do except be present, listen, and ask the *mantra question* again when another question, offer, or request, is directed your way.

Offer versus Give

Take Note



From Burnout to Purpose: The Workbook™

Giving is predicated on receiving. You don't really "give" unless another "receives" and hopefully receives well. *Giving* may also be a concept of going out and getting something you don't already have in order to give it away.

Offering is predicated on soul-validating service. It's offering others things you already have, such as your talents, skills, knowledge, and abilities. You serve aspects of yourself only to the capacity that you actually have them. Offering is also about allowing the other to accept your offer—or not. Offering requires us to surrender to an experience of rejection without making another's preference (or readiness) mean anything about us or what we have to offer.

If we perceive that we might lose in some way, say, if our service is not regarded well or reciprocated appropriately, we are more likely to withhold our talents, abilities, and knowledge. It's exhausting to withhold what's natural for us to offer. When we hold unfulfilled entitlements we nurture a mindset aligned with burnout.

When we serve from a place of *offering*, we expect nothing in return. Offering is an act of the soul. The power of offering comes from within and does not require another's acceptance or approval to be complete therefore we are less likely to withhold our gifts.

It's easier to be who we are despite what is happening around us when we have no need for others to behave in a certain way. In *giving*, our job is done only when another receives (and receives well); in *offering*, our job is done once we make an offer. The return for this choice to offer without expectation of anything in return is that it always puts us in alignment with feeling connected to a sense of purpose. When we offer our best to others is we also enable a spirit of cooperation into the situation.



Genuine offers (which include a willingness to experience some variation of “No” as an answer) are often sensed and tend to evoke cooperation. Inspiring civility, cooperation, collaboration, and energy is no more complicated than offering what you have to offer and allowing “no” as a possible response, without making it mean anything about you or the other person.

Your power does not come from people taking what you have to offer or from getting the results you seek. Your power comes from offering what you have to offer no matter how another is behaving, and from advocating for what will most easily enable you to offer what you offer, while allowing the results to be what they will be. The truth is the only giving we can ever feel a sense of power from is when we *give to (and receive from) ourselves*. With everyone else, our true power is experienced in what we *offer*, never in what we receive.

Take Action

How do you react when you sense *you really don't* have a choice?

How do you react when you sense *you really do* have a choice?



From Burnout to Purpose: The Workbook™

Which scenario leaves you feeling more open and willing to say “yes”—open to collaborating and finding common ground so everyone can feel good about the situation?

When I do have a choice

When I don't have a choice

Relax

Plan time for deliberate fun; indulging your interests and curiosity, and exploring things that ignite inspiration, passion, beauty, peace, or excitement within you. Deliberately do something relaxing. It's not about doing nothing.

“I will (do) _____ on
(date and time) _____.”

Summary of strategies for developing vigor:

Which of the following strategies for restoring vigor will you add to your list of *25 Things*:

- Manage and Get Help with Your Workload
- Advocate for Personal as well as Professional Resources
- Discover and Honor Your Boundaries and Values
- Create “Values Experiences”
- Offer versus Give
- Relax



Chapter 9 Notes from Meeting with My Purpose Partner

What stuck with me most from this chapter is ...

What I am most excited to put into practice from this chapter is ...

What I'm challenged by or confused about from this chapter is ...

What I observed about myself reading this chapter and practicing it's concepts is ...

A request I have for additional support or help from *My Purpose Partner* is ...



Chapter 10: RECAP of *Engage—Nurturing Strategies for Civility*

Pivot from Cynicism to Civility

Take Note

A changed perspective can often lead to lasting behavioral and emotional shifts in our disposition.

Cynicism is rooted in judgment that comes from being distrustful. When we have a cynical attitude, we fear that our point-of-view, boundaries, and contributions won't be respected or valued. It is a reaction of the ego that seeks justification to feel respected and valued.

Civility is a response of the soul and is an authentic expression rooted in what you wish to create despite what's happening around you. Although we cannot ultimately control how others will treat, react, or respond to us, we can control how we treat and respond to others, and how we treat and respond to ourselves.

At work, our moods tend to become reactive when we are focused on less-than-favorable external factors that on the surface seem to only promise aggravation versus rewards. This includes experiencing depleting activities without trust that we will restore ourselves.



Take Action

Which of the following activities do you regularly experience without doing anything to restore yourself? (check all that apply)

- doing stuff you don't like to do
- worrying about how other people may react to what you do or say
- interacting with people you don't like or don't share relatedness with
- doing more with less time and resources
- going places you don't like to go
- working under undesirable conditions

Soul-Fulfilling Strategies during Times of Cynicism

Take Action

If work has you feeling like a walking, breathing eye roll, shift your focus to soul-fulfilling approaches that enable civility during periods of cynicism.

If a return to civility is for you, consider the strategies offered in this chapter. Pick one or two strategies that appeal to you to try. You don't have to try all the strategies.



Socialize Inside and Outside of Work

Take Note

Meaningful relationships can come from family, friends, neighbors, mentors, teachers, co-workers, people you know or meet through work, school, religious affiliations, volunteering for charities, etc.

The way to build new relationships and keep established ones healthy is to *do stuff* together (versus just gossiping, complaining, or just eating). An alternative to just eating together is to organize activities you enjoy and invite others to join you; consider a book club, a sports or game night, a musical jam session in your basement or garage, and movie nights to offer a few ideas.

When you do get together, be sure you are talking about experiences of peace, fulfillment, happiness, confidence, conviction, and growth, in addition to challenges. It's okay to share something upsetting that happened to you; just be sure to also share how you are nurturing yourself through such challenges. Make the main point of what you are saying be what you observed about yourself and how you are feeling about what happened, versus rehashing what happened and who is to blame.

People bond quickly when they get to see your relaxed, fun side and offer yourself the opportunity to see that side of them. Leave work at work.

Connection also includes practicing empathy, which seeks to understand versus judging what might initially seem annoying.



Take Action

Build and keep strong relationships around you. Think of someone who you enjoy being around. This relationship should evoke no stress for you.

A person whose presence brings me an experience of pure joy and fulfillment without any stress is (name of the person): _____.

Make a point to spend more time with them.

I will invite (person's name) _____ to (what will you suggest you do) _____
_____. I will ask if we can do this on (pick a date and time) _____.

Learn About and Practice Positivity and Happiness

Take Action

Shawn Achor is an expert in the study of positive psychology. He offers five simple things you can practice to experience a richer, more sustainable sense of happiness.

Try them every day.

1. Name three things you are grateful for.

- _____
- _____
- _____



2. Journal details about something meaningful you experienced in the past twenty-four hours.

3. Thank or acknowledge someone for something they did.

I will thank/acknowledge (name) _____ for (what did they do that you appreciate) _____.

4. Exercise.

Schedule your next workout:

My next workout will be (what) _____.

I will do it (date and time) _____.

5. Meditate, pray, or just observe your breath.

Take 5 minutes to close your eyes and be still.



Take Action

Read *Happy for No Reason: 7 Steps to Being Happy from the Inside Out* by Marci Shimoff or anything written by Shawn Achor. To learn from a story perspective, try *The Alchemist* by Paulo Coelho or *God on a Harley* by Joan Brady.

Laugh

Turn to G-rated humor. Check out *Kid Snippets* online—short, funny videos of adults acting out scenarios imagined and narrated by kids.

Avoid aggressive humor, such as insults, put-downs, making yourself or someone else the target of the joke, and/or joking about bad things that have happened. Also avoid content that includes disturbing images, bad news, any activities that stimulate *the 7 deadlies* on any level.

Practice Grace

Take Note

Practicing grace is being kind to those who don't deserve it while doing what you can do for them. The context of all service is forgiveness and grace.

Forgiveness happens when we grant relief for another or for ourself.

Grace is unmerited favor.



Considering whether everyone around us deserves our service can lead to cynicism. Often times people are rude, fussy, irritated, annoyed, tired, or anxious when they are in need of something. Forgiveness and grace, by design, are often undeserved, rarely can be earned, and when received are hard to pay back.

If others are treating you badly and you react with more bad behavior (arguing, insults, defensiveness, finger-pointing), then you are bringing that energy into your life as well as enabling it in the world. If others treat you badly and you react in a civil way (connection, empathy, respect, and nurturing yourself), then you enable *that* energy in the world and certainly bring that energy into your life.

Grace puts you in control because it functions without dependence on how others are treating you.

Take Action

A simple plan for people having a *jerky* moment who come your way includes three elements:

1. listening versus reacting emotionally—convey understanding for another versus persuading them to your point of view,
2. offering your best service and attitude while keeping your boundaries intact—it's never about making yourself vulnerable in any way,
3. apologizing for any misunderstanding or miscommunication—leave out justifying why you did or said anything you may have done or said—it only evokes defensiveness.

Journal an experience with practicing *grace*: _____



Secure Clarity for What Is Wanted versus Unwanted

Notice your cynical language and replace it with words that are more aligned with civility.

Adopt language you will say to yourself to evolve the cynical words or phrases that creep in to your mind into what promotes civility and clarity for what is wanted.

Derailing thoughts typically include words like *don't, won't, can't, should, shouldn't, have to, but, without, not, need, want*. *Because these words come from a context of lack and all that will manifest is more lack.* Productive language typically includes words like *will, and, with, require, have*.

Think of a derailing thoughts and write productive replacement language below.

“My derailing thought is _____ . The
opposite of it is (what I would want instead) _____
_____ .”



From Burnout to Purpose: The Workbook™

Considering your opposite statement, finish this statement:

“Wait, erase that, and instead...

I am so grateful for all the (what you want) _____

that I can experience each day. I can't wait to see how (what you want) _____

will prevail even though I notice and fear obstacles and limitations.”

Be Supportive and Helpful

Take Note

Support just means being there and listening without judgment—repeating back what you hear, and asking questions about the thoughts, urges, and feelings that were evoked from what was experienced.

Help means asking, "What would make a difference for you right now?"

Often when we are depleted, cynical or feeling powerless, it can be hard to know what we want. It can be easier to know one or two things that would make the situation feel more tolerable. Don't think beyond two things as anything more can feel like a chore, plus it just gets too far into the future.



Take Action

Determine what would make facing a challenge more tolerable. Identify one or two things that would enable acceptance of a depleting situation or provide solutions to begin addressing the situation.

Summary of strategies for developing civility:

Which of the following strategies for restoring civility will you add to your list of 25 Things:

- Socialize Inside and Outside of Work
- Learn About and Practice Positivity and Happiness
- Laugh
- Practice Grace
- Secure Clarity for What Is Wanted versus Unwanted
- Be Supportive and Helpful



Chapter 10 Notes from Meeting with My Purpose Partner

What stuck with me most from this chapter is ...

What I am most excited to put into practice from this chapter is ...

What I'm challenged by or confused about from this chapter is ...

What I observed about myself reading this chapter and practicing it's concepts is ...

A request I have for additional support or help from *My Purpose Partner* is ...



Chapter 11: RECAP of *Engage—Nurturing Strategies for Personal Power*

Pivot from Powerlessness to Personal Power

Take Note

Powerlessness is a reduced ability to address, manage, or get done what has meaning to you. It is marked by a diminished morale and feeling you are ineffective at your job because you are depleted of personal power, confidence, control, or resources.

Even when being supportive and helpful, an employer's efforts will never be more powerful than what employees can do for themselves to become engaged and connected to a sense of purpose with their work.

Soul-Fulfilling Strategies during Times of Powerlessness

Take Action

Add any of these strategies that appeal to you to your *Personal Power Practice* to help restore clarity, confidence, conviction, and power during periods of powerlessness.

If a return to personal power is for you, consider the strategies offered in this chapter. Pick one or two strategies that appeal to you to try. You don't have to try all the strategies.



Develop Your Skills and Self-Esteem

Take Note

Internal esteem is sustainable esteem, meaning how we define and meet our own standards of value and self-worth matter more than relying primarily on others to show us respect and regard.

Developing and practicing self-esteem can be as simple as:

- defining and living by your values,
- learning to observe, acknowledge, forgive, and accommodate your weaknesses or faults,
- switching from a giving-based manner of service to an offering-based manner of service
- reading self-help books
- working with a life or career coach
- investing in behavioral therapy
- taking classes around skills you are interested to develop and practice

Take Action

Try doing a google search for options related to developing skills or practices you would like to strengthen. The longer and more rigorously you invest in being a student of your profession, the more powerful and valuable you become to your profession.



Take Action

Do some work around connecting with your best talents. A way to get in touch with your best talents is to ask yourself these questions and hear your own answers:

- “What do I intend for others?”
- “What do I do better than most people?”
- “How do I make a difference for others?”
- “What would my closest relatives or friends say I do well (even though I might not agree with them)?”

What answers came to you when you asked yourself these questions?

What behaviors or beliefs that might be holding you back from connecting with what you do to create meaningful differences for others?

Accommodate Your Weaknesses

Take Note



Another opportunity for esteem development isn't just in discovering and embracing your strengths, it's also in discovering, owning, and accommodating your weaknesses.

Your weaknesses aren't really weaknesses—they are strengths with undisciplined fear energy attached to them.

Natural aptitudes or talents expressed through fear and the ego are weaknesses or they can express as strengths that leave collateral damage. Natural aptitudes or talents expressed through hope and the soul are strengths that don't leave collateral damage. In essence, there is very little we do that is purely “good” or “bad”—there is a circumstance under which just about every human ability can add value.

A way to build your “soul muscle” is to own and accommodate your weaknesses. Weaknesses don't necessarily need to be changed as much as they need to be expressed through a soul-fulfilling approach to work. This is possible when they are acknowledged and accommodated. Owning your weaknesses and accommodating yourself demonstrate your choice to live and work in alignment with your soul—and be on the path of purpose. This choice is powerful because it has consciousness attached to it.

Take Action

We tend not to like what we don't think we can do well.

Think of a subject you didn't do well at in school or something you don't like to do or that you struggled to accomplish at work.

Ask yourself,



“What’s a weaknesses that I have that contributes to me not doing this well or experiencing struggle?”

Next, ask yourself,

“What can I give to myself to accommodate myself with this weakness?”

Here is a template to help you develop your self-esteem muscle for your weaknesses:

“A weakness I have is _____. What I have learned to do to accommodate myself with that weakness is _____.”

Get a Consistent Approach to Fitness

Take Note

Fitness practice trains your brain to believe what you say and that your behavior matters —it’s a great form of esteem development! Whether you Engage in fitness twice or five times a week doesn’t matter. It’s a regular, consistent approach that matters most. Find what works for you and be consistent.

Take Action

“A regular fitness practice I can commit to at this time is: _____”
_____”



Get Involved in Improving Workplace Issues

Take Note

At your job, you cannot complain about how things function, do nothing to try to fix them, and then expect your sense of personal power to improve. Doing nothing IS doing something. It is agreeing to stay stuck. No matter what your reasons are for your mindset and behavior, you are either actively contributing to things improving, staying the same, or getting worse, both at work and in your life.

Take Action

At work I will get involved in improving (choose one):

- resources
- relationship(s)
- understanding goals

I will do that by: _____

Additional Strategies to Build Personal Power



Take Note

Focus on setting yourself up to experience accomplishment being alive and well in your life and in giving yourself what you may not be getting from your job at this time. Here are some ideas:

- Set and accomplish “fifty-feet-farther-ahead goals”.
- Reward yourself
- Declutter
- Change up your routine
- Practice affirmations
- Say “thank you”
- Learn something new

Take Action

List two things you can do to align with accomplishment being alive and well in your life:

1. _____
2. _____

When It’s Time to Quit

Take Note

Maybe the time has come to make a drastic move right out the company front door. Here’s how to know.



Take Action

Which of these statements most closely resembles what you'd say about your desire to quit? Check the one that most applies to you.

- “That’s it! I’m outta here!”
- “F*ck this place!”
- “F*ck you, you f*ck’n F*CK!” (the “you” here may refer to the boss, the customers, your co-workers, the work environment, the job itself or *all of the above*).

If you picked the first statement, you might be at risk for noticing more and more offenses that seem to be pushing you to the brink of signing a resignation letter.

If you picked the second, you might not be quite ready to sign a resignation letter and throw it at your boss (not without another job lined up), but you probably have your resume out there. You might also be scaring someone you love—they may think any day from now you will light up a cigar and pour a celebratory drink because you quit on the spot even though you don’t have another job lined up.

If you picked the third, however—MEDIC!! It’s imperative you get yourself some healing—stat! Your view of the situation may be so damaged that you can’t make a clear and confident decision about what to do on your own.



Take Action

If you are still not sure if this tough time at your job is a passing phase or not, answer these questions:

Do you have this unsettled feeling about your job?

Yes

No

Maybe, I'm not sure

Are the demanding conditions an expected way of life—and it's not what you want for your life?

Yes

No

Maybe, I'm not sure

Is your fight, flight, or freeze instinct kicking in?

Yes

No

Maybe, I'm not sure

Are you wanting to run (quietly and quickly) or stirring up a heap of trouble due to feeling backed into that same corner where all the other “misunderstood and undervalued” employees are hanging out?

Yes

No

Maybe, I'm not sure

Are you fighting with some poor souls who might deserve it—and even some who don't?

Yes

No

Maybe, I'm not sure



What do your answers imply about what your next step should be?

Emotional Wealth Building

Take Note

Emotional wealth building is about actively building your emotional stamina so that you can cope with your work situation as it is now. This is a time to nurture yourself—big time! You need a clear head to figure out your next move and to know what will nurture you until you get to the dream job, hit the lottery, or retire. You also need the stamina to be able to see how you will be bigger, better, faster, stronger as a result of the experience that has you wanting to quit.

Daily emotional wealth building enables you to become capable of making an informed decision about whether or not it makes sense to just quit without having another job or means of income.

Take Action

Decide right now (write it out), what you will do every day to give yourself a break or time to recover from the current troubles of your job. It's important that you write out this plan with the strategies you will try as outlined in this book because



From Burnout to Purpose: The Workbook™

there is no one remedial plan that works for everyone. I suggest you look at aspects of your job and/or personal life that are draining you and decide one strategy for each aspect (relationship with boss, relationship with other people at work, lack of resources, projects, home, childcare issues, etc.).

Create a plan.

Ask yourself:

“What specific aspect of my job/life is draining me to the point that I want to quit?”

“What will I do daily to heal, recover, and build my emotional wealth for the areas of work or life that I want to quit?”

Aspects of my job that are draining:	What will I do daily to heal, recover, and build my emotional wealth for this area of my job:	Aspects of my life that are draining:	What will I do daily to heal, recover, and build my emotional wealth for this area of my life:



Choices that Will Not Help

Take Note

I encourage you to make these choices:

- Do NOT talk about your job to anyone who can't directly help you address anything. Don't complain about your job while spending time with your friends and don't talk about their job troubles either.
- Do NOT hang out with people where there is a lack of reciprocity in the relationship. Some people might be hard to avoid so if you can't avoid them have a plan to recoup from your time with them.
- Do NOT self-medicate. It's one thing to enjoy your favorite drinks once in a while, it's another thing to overindulge everyday.
- Do NOT zone out on video games every night. More than one hour of video game playing a day lowers your consciousness.

Take Action

What concerns, if any, do you have about making these choices?



Deciding on the Next Move

Take Note

If just don't like the job, work environment, work conditions, or boss, you will be in pain. But if you feel powerless to prove your value in it, you will suffer. Being in pain or suffering diminishes your ability to be clear if your best option is ...

1. to stay and face the problem—which is really an opportunity to overcome some chronic fear or recurring personal challenge

or

2. to realize that you have outgrown the job.

Let's look at the decision to stay or to quit from several angles so you can make a confident decision about whether or not it's time to quit your job.

Take Action

Could you have something to contribute, which you may not be fully in touch with just yet? You can't offer what's not clear to you or what you don't believe is possible to offer or would be valued if it were offered.

Answer this question:

Could the job situation be presenting a situation that provides an opportunity for you to overcome or discover something about yourself?



Yes

No

Maybe, I'm not sure

Maybe you are to discover what you truly have to offer and wish to be valued for.

If you don't "face the beast" at this job, I assure you it will show up at the next job. The universe never lets us off the hook for our development. If you don't face it in your current job, you will only recognize job opportunities that present the same problems over and over again.

Or is it just time to go—time to spread your wings further and grow somewhere else that needs you more?

Answer this question:

Do you believe you have something to offer that your current job would not value?

Yes

No

Maybe, I'm not sure

Take Action

There are three factors that matter greatly for deciding whether you should stay or go, even without another job lined up:

1. What are the problems you are facing at work?

2. Do you have mostly high or low control over the situation you are facing at work?



From Burnout to Purpose: The Workbook™

3. How easy is it for you to think your thoughts, feel your urges and feelings, and nurture yourself so that more productive responses can surface?

Let's look at the situation more closely so you can make a confident decision about whether or not it's time to quit your job.

Column 1 - list out the problems that are in conflict with values you hold and are contributing to you feeling like you want to quit.

Column 2 - list any values you have that each problem is in conflict with.

Column 3 - assign a number for how much control you have over each problem. Score your control level using this system: 0 for none, 1 for low, 2 for some, and 3 for ample

Column 4 - assign a number for how much is left in your "emotional bank account" to respond productively to that problem using the same scoring system as column 3.

Problem	Value(s)	Control (0-3)	Response (0-3)



If you believe you have low emotional control and low problem control over problems that violate values you hold—do two things ASAP:

1. Get some time off from your job if you can. This is one of the most effective times to use your sick or vacation days.
2. Seek help from a career coach or a therapist plus a doctor if you are already experiencing physical symptoms. Get in touch with someone who is qualified to help you sort through your unique situation and help you build confidence for what to do next.

Take Action

Feeling you want to quit your job may be a signal that you are just ready to expand on doing “your work”? In other words, are you “running away from” something or “running toward” something greater?

Things I will be happy to get away from if I leave my current job (what I am running away from):	Opportunities I look forward to at a new job that are not available to me at my current job (what I am running toward):



From Burnout to Purpose: The Workbook™

If you are ready to quit and want to be transitioned to a job you love much faster and more easily, assess which list is longer—what you are “running toward” or what you are “running away from.”

A longer list of “running toward” something is a signal that the soul is in control and ready to expand. A longer list of “running away from” something is a signal that the ego is in control and that you are in victim mode.

Nurturing a thought that you are a victim restricts you to three reactive options—fight, flight or freeze.

Check any of the following statements that relate to how you are feeling.

- I am ready to bail (flight reaction)?
- I am fighting with people at my job (fight reaction)?
- I am unsure about what to do and feeling stuck at my job (freeze reaction)?

Take Action

Here’s the secret for being ushered more quickly and painlessly toward another opportunity that will be a better fit and value you more—offer your best anyway while you craft your exit plan!!

As an HR executive and career coach, I have never seen anyone get into unforgivable trouble by contributing anything that is offered with an intention of bringing value to others. Offering what you have to offer without regard for whether or not it is deserved may be the surest route to building your sense of power and confidence. Plus, you might be surprised at how “your work” is received.



From Burnout to Purpose: The Workbook™

Even if it isn't received the way you want it to be, it doesn't matter. You will be operating in agreement that you have valuable contributions to make that can make a difference for others. If your current job truly doesn't value that (or deserve it), you will be ushered more quickly and painlessly toward another opportunity that will. The energy of the universe will respond to your engaged energy. It will usher you to that place more quickly and painlessly when you make a habit of nurturing yourself and restoring your capacity for energy, civility, and power.

“Something I do well (and that comes easily to me), that I will offer consistently no matter how undeserving my current work place may be is: _____

_____”

Take Action

Considering all your answers from the exercises in this section, what do you believe is your next step:

- to quit
- to look for another job while offering your best self (whether or not it is deserved)
- to stay and face the challenges opportunities for growth and development?

What support will you give to yourself while you take that next step?



Summary of strategies for developing personal power and accomplishment:

Which of the following strategies for restoring personal power will you add to your list of *25 Things*:

- Develop Your Skills and Self-Esteem
- Accommodate Your Weaknesses
- Get a Consistent Approach to Fitness
- Get Involved in Improving Workplace Issues
- Set and accomplish “fifty-feet-farther-ahead goals”.
- Reward yourself
- Declutter
- Change up your routine
- Practice affirmations
- Say “thank you”
- Learn something new



Chapter 11 Notes from Meeting with My Purpose Partner

What stuck with me most from this chapter is ...

What I am most excited to put into practice from this chapter is ...

What I'm challenged by or confused about from this chapter is ...

What I observed about myself reading this chapter and practicing it's concepts is ...

A request I have for additional support or help from *My Purpose Partner* is ...



Chapter 12: RECAP of Step 4—Nurture for the N in OPEN

Give to Yourself

Take Note

Step 4 is to *Nurture*. To *nurture* is to give care to, or to encourage the growth, development, or restoration of someone or something, especially to yourself in times of burnout.

Nurturing is giving yourself what you decided would help you feel better in the *Engage* phase. In step 4 of *The OPEN Method™*, you get into action. This act of kindness directed inward welcomes the development of productive thoughts, urges, and feelings that lead to engagement for your work and life to surface on their own. The primary aspect of *Nurturing* is soul-fulfilling self-care. The secondary aspect is accepting support from others.

Advocating for or investing in what you require is an opportunity to restore your sense of personal power and get back to making a meaningful difference for yourself and others.

Your power to restore yourself to engagement and open up a path to a sense of purpose comes from deliberately enabling and protecting your well-being. It raises your ability to be engaged at your job, and persevere on the path of power, purpose, and peace for your work and your life.

Two things might be challenging in this step:



1. Deciding to give to yourself what you identified in Step 3—*Engage*.
2. Giving it to yourself without guilt or judgement.

Take Action

Jot down any concerns you might have about Step 4 - *Nurture*. How easy do you anticipate it will be for you to give yourself care and accept care from others?

The Power of Decision

Take Note

Practicing the first three steps of *The OPEN Method™* is not enough. When we make decisions to act on what we identified in step 3, we actually have it as long as we continue to follow through on our decision. That means doing things that enable us to experience the unfolding of our decision. It also means saying *no* to things that sabotage the possibility of our decision becoming a more vivid reality. Experiences that drain, deplete, or perplex you aren't a problem. Doing nothing to restore and keep your energy full is a problem.



Take Action

What might it mean about you if you took time to nurture yourself?

No Guilt and No Judgment

Take Note

Give yourself what you require WITHOUT GUILT OR JUDGMENT!

It's okay to notice and experience guilt or self-judgment. It might be your reason for feeling stuck, less than engaged, or burned out. However, it's not okay to let such feelings be excuses for why you don't *Nurture* yourself so that you can heal from trauma or disengagement. It doesn't seem very strong or responsible to shut out, ignore, deny, or disconnect from our well-being.

You'll know if you are in a self-limiting state of being if your view of yourself, your life, your situation, or another is stressed or fear-based. Being irritated at another person or a situation you are in, it's a sign you need to do something *Nurturing* for yourself by practicing *The OPEN Method™*.

When you are depleted, you can only see problems and their resolution as being outside yourself. These limiting states might be accompanied by judgment-filled or guilt



ridden thoughts, urges, and feelings. Guilt and harsh self-judgment are also useful signals for letting you know it's time to practice *The OPEN Method™*.

We can no longer tolerate pushing forward without giving ourselves something to restore what has been depleted. Staying in action with depleted energy fosters solutions and connections born from depleted thoughts, urges, and feelings. That is birthing into the world what is sure to be unstable and ineffective. When we birth ideas and service from depleted energy, we subconsciously send out a vibe to the world that we would like that same energy offered back to us. Everything we think, do, and say is an affirmation. So, if we direct depleted energy such as guilt at ourselves or others, we are only enabling guilt-inducing treatment from others onto ourselves. Depleted energy cannot discern what it has to offer, nor can it stop automatically answering blind calls for help.

We all go through dark times especially with our jobs. What's even more scary than facing dark times is not giving yourself fuel to face them or time to restore from them.

Take Action

Answer the following questions about Step 4—Nurture.

Do you have or anticipate feelings of guilt or self-judgment for taking time to practice Step 4—*Nurture*?

Yes

No

Maybe, I'm not sure



From Burnout to Purpose: The Workbook™

If yes, why is that so?

Do you have concerns that your employer, family, or peers might judge you harshly?

Yes

No

Maybe, I'm not sure

Why do you believe that?

Did you receive messages at an early age that reinforce your current beliefs or feelings?

Yes

No

Maybe, I'm not sure

What were those messages?



Would reading your depleted signals and taking action to restore yourself require an act of courage from you?

Yes

No

Maybe, I'm not sure

Receiving Nurturing Support from Others

Take Note

Nurturing from others is secondary to the *Nurturing* you give yourself.

The best *Nurturing* we can get from others comes when we share what we are going through and ask for their support. Sometimes it also includes telling another person what support actually looks like for you. Support does not mean finding someone you can complain to about events that upset you. Instead, be sure to include dialogue about how you feel about your relationships or the situation that contributed to your upset. Add what you want your relationships or situation to be.

Confide in people who offer support, or perhaps coaching, with a goal of getting in communication with the people you may need to restore balance with.

Take Action

Who would you welcome support from?



From Burnout to Purpose: The Workbook™

What would support for taking care of yourself look like from each person you identified above?

Advocate for support from others by saying:

“Would you be willing to listen to me about a problem I am facing at work and offer me your support and/or ideas about how to achieve the outcome I’d like to achieve?”

Take Action

Journal an experience with this approach: _____

The Key to Successful Nurturing

Take Note

Nurturing, whether from yourself or others, is loving. It often comes from a place of believing that your situation will either get better or indeed never change. Either way, you will certainly be wiser and stronger for having had the experience.



From Burnout to Purpose: The Workbook™

A wiser, stronger, win-win solution is only possible if we choose to surface wiser, stronger, win-win solutions. The second you decide you want wiser, stronger, win-win solutions to surface and you keep practicing *The OPEN Method™*, what follows is the perfect unfolding of your ability to notice and participate joyfully in wiser, stronger, win-win experiences. In addition, you will be better prepared to responsibly handle the internal and material consequences and rewards of that choice.

The *Nurturing* step requires that you shift your focus from *how* things will play out to gaining clarity for your choices and taking care of yourself while life aligns itself to answer you. Surrendering *how* the alignment will happen enables your soul and ego to work together and notice opportunities offering a sense of engagement and purpose for your work and life. Stop putting yourself on the hook for *how* and start putting yourself on the hook for noticing and participating in opportunities that will bring you in closer alignment with *what* you want.

The truth is when we see things happen that seem counter to what we want, we use it as evidence that what we want won't happen or that we had no right to want it in the first place.

This is not evidence.

Instead, it's just an opportunity to say, "No, thanks." Simply saying, "No" versus making something mean we can't have what we want reinforces that we're serious about what we want. It makes anything contrary to what we want not okay.



Take Action

When stuff doesn't go your way, are you inclined to question or doubt yourself?

Yes

No

Maybe, I'm not sure

Questioning, doubting, or wanting things to happen more quickly than they are happening are all forms of resistance. Shift your view from resistance to instead see the opportunity to say,

“No, thank you.”

It's okay to notice every doubtful thought coming into your head. When that happens, tell your protective ego,

“Thanks for the thought and I'm going to go with what I decided to experience more vividly anyway.”

Journal an experience with seeing the opportunity to say “no, thank you” instead of doubting yourself: _____



Chapter 12 Notes from Meeting with My Purpose Partner

What stuck with me most from this chapter is ...

What I am most excited to put into practice from this chapter is ...

What I'm challenged by or confused about from this chapter is ...

What I observed about myself reading this chapter and practicing it's concepts is ...

A request I have for additional support or help from *My Purpose Partner* is ...



Chapter 13: RECAP of *The OPEN Method™* in Action

Applying *The OPEN Method™*

Take Note

It's time to retain your power and ability to connect to a sense of purpose and experience engagement for your work, your life, and yourself. You can start your journey toward purpose by recognizing fear or stress as a call for practicing *The OPEN Method™* without guilt or judgment. This way courageous action that serves everyone can surface.

When you're feeling drained—follow *The OPEN Method™*:

Step 1— *Observe* what you think, have an urge to do or say, and feel.

Step 2— *Pause* to be with what you think, have an urge to do or say, and feel. *Pause* until you are ready to decide when you will *Engage* in figuring out what would feel *Nurturing*.

Step 3— *Engage* by actively deciding what you will do to *Nurture* yourself. Consider the strategies offered in chapters 9, 10 and 11 or come up with your own ideas to restore your energy.

Step 4— *Nurture* yourself. Do it! Give yourself what you decided would be *Nurturing* from the *Engage* phase.



From Burnout to Purpose: The Workbook™

Take Action

Briefly describe the situation that is draining you: _____

<p>Observe: This situation has me ...</p> <p>thinking: _____ _____ _____</p> <p>feeling: _____ _____ _____</p> <p>urging to: _____ _____ _____</p>	<p>Pause: During the <i>Pause</i> step, I experienced ...</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(Briefly describe what it was like for you to experience your thoughts, urges, and feelings.)</p>
<p>Engage: I decided I will <i>Engage</i> in the following 1 or 2 strategies to recover and restore:</p> <p>1. _____ _____ _____</p> <p>2. _____ _____ _____</p> <p>(Pick from your list of <i>Twenty-Five Things</i> or try any of the strategies offered in Chapters 9, 10 or 11 in <i>From Burnout to Purpose</i>.)</p>	<p>Nurture: After <i>Nurturing</i> myself, I now ...</p> <p>think: _____ _____ _____</p> <p>feel: _____ _____ _____</p> <p>have an urge to: _____ _____ _____</p>



Chapter 13 Notes from Meeting with My Purpose Partner

What stuck with me most from this chapter is ...

What I am most excited to put into practice from this chapter is ...

What I'm challenged by or confused about from this chapter is ...

What I observed about myself reading this chapter and practicing it's concepts is ...

A request I have for additional support or help from *My Purpose Partner* is ...



Chapter 14: RECAP of *Your Greatest Opportunity to Make a Meaningful Difference*

Stop Following Directions That Lead to the Path to Burnout

Take Note

People innately know their value proposition (what they enable in the world), on a soul level, but may not always be able to recognize it or express it consciously. When we can't express something, it's as good as not having it at all. That leaves people vulnerable to believing their greatest opportunity for finding their path of purpose and success is to access it outside themselves.

On the path of purpose, you magically forget about whether or not what you can offer is deserved. On this path, you only wish to alleviate others' pain through your talents, knowledge, skills, abilities, experience, and human nature. You wish to be of meaningful service. You no longer indulge an urge to look for evidence of whether or not your place of employment is worthy of your engagement.

Even though others may not deserve you, I assure you that they are worthy of your talents, knowledge, skills, abilities, experience, and human nature to be of meaningful service. In other words, even though their ego may be more appropriately met with retribution, punishment, or at least push-back, their soul is to be nurtured and honored for the virtuous possibilities it can enable in the world.



How you treat others signals to the energy of the universe that you would welcome others treating you in the same manner. The more you commit to offering your talents without regard for what you get in return, the faster you will be on a path to offering them where they will be appreciated and valued.

When you fall prey to a belief that what you can do matters only if others like it and will reward you in some way for it, you will feel justified in suppressing the talents and abilities embedded in your soul. You will elevate the false promises of protection offered by your ego. Eventually your sense of personal clarity, your connection with purpose, and your ability to engage in your work and enjoy it will suffer.

The Path to Burnout is More Likely With This Approach



The Path of Purpose is More Likely With This Approach





Take Action

Write 2 things you can **start** doing right now to get on the path of purpose.

1. _____

2. _____

Write 2 things you will **stop** doing right now as they are obstacles to the path of purpose.

1. _____

2. _____

Write 2 things you will **continue** doing as they can keep you on the path of purpose.

1. _____

2. _____



Start Offering What You Have to Offer, Even if You Get Fired for It

Take Note

Remember, whatever it is we think, feel, or believe, God, the energy of the universe, our ego, and our soul always have the same answer for us:

You're right! Let me show you more!

Would you prefer being fired for ...

Scenario #1: executing someone else's idea that you never thought had a chance of being successful anyway?

Or

Scenario #2: for offering your own idea that you thought might enable success?

You might ask, "What does it matter, if I am going to be fired anyway?"

In the second scenario where you offered a different option you did your best and even though it didn't work out, you can recover from the setback because you've kept your power.

In the first scenario, you unwittingly, yet willfully, walked into failure, allowing the security of a job or someone else's favor to take away your power. That is much harder to recover from.



Take Action

Do you typically do hold back on what you can offer if you don't perceive there's an external reward (such as money, praise or favor from others, or an ability to keep someone off your back), in it for you?

Yes

No

Maybe, I'm not sure

Write your thoughts or feelings about the concept that holding back on what you can offer puts you in alignment with giving versus offering, exhaustion, cynicism, powerlessness, and on a path to burnout versus a path of purpose.

Let's Get to Work ...

Take Note

Purpose, personal power, and peace are possible from offering your work. They don't show up from your compliance, from results, from doing the job, from other people's power, from what others think of you, nor from a stamina for forcing yourself to show up and perform despite a blurred or depleted sense of self.



There is a difference between *doing your job* and *offering your work*.

Your work is what you enable (versus do) for others and, therefore, align yourself with. It comes from within—it appeals to and evokes the power of the soul. A *job* on the other hand is how you make your living. It comes from something material, earthly, and outside yourself, like a business. It appeals to and evokes the power of the ego.

Our work and our skills stay with us as they are transferrable across many different jobs. Unlike a job, our work defines us. It is that which we can't stop offering, no matter what happens in our life. Your work is offering and doing what no one else who was in that job could bring to it—not in the way you could.

Doing your job means doing the tasks that make up your job description in exchange for money and recognition. What follows is a sense that others hold the power to value, reward, and evolve us in our career. In return, we receive an ability to pay bills, an ability to detach from others who annoy us at times, and fleeting moments of escapism that occur to us as fulfillment.

Dedication to a job often leads to a focus on how things impact only you. Being focused on your job is being focused on building and preserving your reputation. Your reputation is tied to your past performance.

Jobs are replaceable—you can always get another job. Embrace your job experiences good and bad. Jobs are like tours you take on a journey of self-discovery, growth, and evolution. The souvenir of engagement at each job is a more expanded sense of self-actualization.

Don't ever make a job more important than your work.



From Burnout to Purpose: The Workbook™

Doing your work means doing the work you were put on this planet to do for others through an employer or a business of your own. You do this in exchange for a sense that you have power to make a meaningful difference and evolve the consciousness of yourself and others simultaneously. What follows is a sustained sense of fulfillment, relatedness, connection with others, ease in identifying opportunities to progress in your career and life, and operating with certainty that your next level of potential will be evident in time. Your work never really “changes” as much as it evolves.

Devotion to your work leads to knowing that how you impact others is how you too become impacted. Being focused on your work is being focused on discovering and expanding your character. Your character exists in the present—IT IS your presence.

The external byproduct of offering your work is an effortless flow of money, recognition, and other material rewards that will actually enhance your life versus destroy it and leave you feeling like no matter how much you get, it's never enough. The internal byproduct of offering your work is a sense of soul-validation, fulfillment and peace.

The magnitude to which you get to discover, do, and be valued for your work is in your control. It starts with learning how to nurture yourself when you are thinking, feeling, or having an urge to behave in a way that is contrary to building your energy, being civil, or maintaining your sense of personal power.

All your *jobs* make up your *career*.

Your *career* is the story of your *work* becoming clearer, expanding, and evolving to make a difference for others in this world. The story is told through years of service from devotion to your *work* in all the *jobs* you have had to date and will have in the future. In



essence, a *job* is a tool or a means (*how* we do *what* we do) by which we offer our *work* (*what* we do).

Take Action

Journal your experience with being *dedicated to a job* versus *devoted to your work*?

And Be OPEN

Take Note

Nobody needs to make it safe for you to offer what you have to offer so that you can be aligned with work you love. In addition, you don't have to believe that anyone deserves what you have to offer.

You must surrender to the journey of discovering your sense of purpose. You OPEN your ability to surrender to that journey by first learning how to take care of yourself when faced with dark or challenging circumstances so that you don't fall victim to feelings of exhaustion, cynicism, or powerlessness.

The key to feeling better rested, more civil, and more powerful is to be fully present to a sense of clarity, confidence, and conviction for your work. The same can be achieved in



From Burnout to Purpose: The Workbook™

reverse. You can enable clarity, confidence, and conviction for your work by practicing strategies that boost your ability to be more energized, more civil, and more powerful.

The OPEN Method™ shows you how to open up to your thoughts, urges, and feelings, and how to respond to them by caring for yourself in ways that awaken your soul. An awakened soul will naturally offset wounded, ego-fueled reactions that only keep you stuck, confused, exhausted, cynical, powerless, less than engaged, or burned out. All you need right now to align your energy with the path of purpose is to always remember to practice *The OPEN Method™*.

Knowing yourself is your greatest opportunity to make a meaningful difference in the world. To know your soul and ego has nothing to do with judging them—instead, seek to OPEN them. In OPENing them, we detach from connections that put the ego in charge, such as connections to a job. Instead, we enable ourselves to connect with what puts our soul in charge (which nurtures and enables both the soul and the ego to work together purposefully), such as connections to our work. In doing so, we evolve naturally to be at peace with ourselves, others, and this world.

Take Action

Practice is the best way to learn, experience, and prepare yourself to receive and handle a connection with a sense of purpose for your work—and your life.

I suggest you write “OPEN” on several sticky notes and place them in key places to remind you to practice the method.

Take a picture of one of your sticky notes and make it your screen saver on your phone.



Chapter 14 Notes from Meeting with My Purpose Partner

What stuck with me most from this chapter is ...

What I am most excited to put into practice from this chapter is ...

What I'm challenged by or confused about from this chapter is ...

What I observed about myself reading this chapter and practicing it's concepts is ...

A request I have for additional support or help from *My Purpose Partner* is ...



From Burnout to Purpose: The Workbook™

An ability to observe and nurture the self is vital for opening up your ability to develop an authentic intention from which you perform your work, a healthy mindset, and a muscle for dedication to fulfillment.

Without a skill for self-observation and self-nurturance, we cannot recognize our connection with a sense of purpose.

Burnout, just like a connection with purpose, is never a coincidence. It is a consequence. If you want to have a job you love instead of one that diminishes you on a soul-level, practice awareness about what you are thinking, feeling, and the urges for action that surface within you. That way you won't keep creating what's keeping you exactly where you don't want to be—feeling confused, stuck, detached from a sense of purpose, disengaged, or burned out.

To pivot from the path to burnout to the path of purpose, *get to work!*

Join our Facebook group - <https://www.facebook.com/groups/fromburnouttopurpose>