

Lead Without Burning Out

A Steady by Design Mini-Course Workbook

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Welcome

Welcome to **Lead Without Burning Out: A Steady by Design Mini-Course Workbook**.

This workbook was created to help you slow down, reflect honestly, and build a leadership style that does not cost you your peace, health, or confidence.

You do not have to rush through this workbook. Take your time. Be honest with yourself. The goal is not perfection. The goal is awareness, growth, and steady progress.

Steady by Design Reminder:

You were not created to lead from exhaustion. You were created to lead steady.

How to Use This Workbook

Complete one lesson at a time.

For each lesson:

1. Watch the lesson video.
2. Read the short workbook summary.
3. Answer the reflection questions.
4. Complete the action step.
5. Write your steady reminder for the week.

You may print this workbook or complete it digitally.

Course Intention Page

Before beginning this course, take a moment to set your intention.

My reason for taking this course is:

Right now, I feel most overwhelmed by:

By the end of this course, I want to feel:

One area of my life or leadership I want to reset is:

Lesson 1: Why You Feel So Tired

Stop calling it weakness when it may be burnout.

Lesson Summary

Sometimes you are not tired because you are weak. You are tired because you have been strong for too long without enough support, rest, or recovery.

Burnout does not always look like falling apart. Sometimes it looks like smiling while exhausted, showing up while empty, helping everyone else while quietly losing yourself, or being productive but resentful.

This lesson helps you identify what has been draining you and what you may need to release, change, or ask for help with.

Reflection Questions

1. What have I been carrying that is no longer healthy for me?

2. Where have I been pretending I am okay when I am actually exhausted?

3. What signs of burnout have I noticed in myself?

Check any that apply:

- ☐ Constant fatigue
- ☐ Irritability
- ☐ Feeling emotionally numb
- ☐ Trouble focusing
- ☐ Resentment
- ☐ Loss of motivation
- ☐ Trouble sleeping
- ☐ Feeling unappreciated
- ☐ Feeling like everything depends on me
- ☐ Other: _____

4. What do I need more of right now?

- ☐ Rest
- ☐ Support
- ☐ Boundaries
- ☐ Honesty
- ☐ Quiet time
- ☐ Prayer or spiritual grounding
- ☐ Help with responsibilities
- ☐ Emotional support
- ☐ Time to think
- ☐ Other: _____

Action Step

This week, I will release, delay, delegate, or ask for help with:

Steady Reminder

I do not have to earn rest by falling apart first.

My personal reminder for this week:

Lesson 2: The Hidden Cost of Overleading

When helping everybody starts hurting you.

Lesson Summary

Overleading happens when you carry responsibilities that do not fully belong to you. You may become the person who fixes, remembers, rescues, organizes, explains, and carries everything.

At first, people may praise you for being dependable. But over time, overleading can create exhaustion, resentment, and emotional heaviness.

Healthy leadership does not mean doing everything for everyone. Healthy leadership helps others grow, participate, and take responsibility.

Reflection Questions

1. Where am I confusing responsibility with over-functioning?

2. What am I doing for others that they may need to learn to do for themselves?

3. When I overlead, how does it affect me?

- ☐ I feel tired
- ☐ I feel resentful
- ☐ I feel unappreciated
- ☐ I feel anxious
- ☐ I feel responsible for everyone
- ☐ I feel guilty when I stop
- ☐ I feel like I cannot trust others to help
- ☐ Other: _____

4. What am I afraid might happen if I stop carrying so much?

Action Step

Before I automatically step in this week, I will ask myself:

Is this mine to carry, or is this someone else's responsibility?

One area where I will pause before rescuing:

Steady Reminder

I can support people without becoming their entire safety net.

My personal reminder for this week:

Lesson 3: Boundaries Are Leadership

Saying no does not make you mean. It makes you clear.

Lesson Summary

Boundaries are not punishment. Boundaries are clarity. They protect your time, peace, energy, and purpose.

A boundary tells people what is healthy, what is acceptable, and what you are able to give without destroying yourself.

You can be kind and firm at the same time. You can care about people and still have limits.

Reflection Questions

1. What boundary do I need to set this week?

2. Where have I been saying yes when I really wanted or needed to say no?

3. What makes boundaries difficult for me?

- ☐ Fear of disappointing people
- ☐ Fear of conflict
- ☐ Guilt
- ☐ People-pleasing
- ☐ Fear of being misunderstood
- ☐ Feeling responsible for everyone
- ☐ Not knowing what to say
- ☐ Other: _____

4. What would improve in my life if I had stronger boundaries?

Boundary Script Practice

Use one of these scripts or create your own.

Script 1:

I am not able to commit to that right now.

Script 2:

I want to support you, but I cannot take full responsibility for this.

Script 3:

I need more notice next time.

Script 4:

I am not available to discuss this after work hours.

My boundary script:

Action Step

This week, I will practice saying this boundary out loud:

Steady Reminder

A clear no can protect a deeper yes.

My personal reminder for this week:

Lesson 4: Communication Without Guilt

Have the hard conversation before resentment writes the script.

Lesson Summary

Avoiding difficult conversations does not usually make the issue disappear. It often causes resentment to grow.

Steady communication is honest, respectful, and direct. You do not have to attack, overexplain, apologize for your needs, or wait until you explode.

You can speak clearly and still be professional. You can tell the truth and still be kind.

Reflection Questions

1. What conversation have I been avoiding?

2. Why have I been avoiding this conversation?

- ☐ I do not want conflict
- ☐ I do not want to hurt feelings
- ☐ I feel guilty
- ☐ I am afraid of the response
- ☐ I do not know what to say
- ☐ I keep hoping it will fix itself
- ☐ Other: _____

3. How has avoiding this conversation affected me?

4. What do I need to communicate clearly?

Communication Formula

Use this structure:

I noticed:

This affects:

Going forward, I need:

Practice Script

I want to talk about something important so we can move forward clearly.

The issue is:

What I need going forward is:

Action Step

This week, I will prepare for or have one honest conversation.

The conversation I will address is:

Steady Reminder

My silence may keep the peace around me while creating pressure inside me.

My personal reminder for this week:

Lesson 5: Building Your Steady Routine

Your peace needs a plan, not just a prayer.

Lesson Summary

A steady routine does not have to be complicated. It should fit your real life.

Small habits can help you feel more grounded, focused, and emotionally steady. The goal is not perfection. The goal is consistency.

Your routine should help you return to yourself instead of constantly running on empty.

Reflection Questions

1. What daily habit helps me feel grounded?

2. What habits do I usually stop doing when life gets stressful?

- ☐ Resting
- ☐ Drinking water
- ☐ Praying
- ☐ Journaling
- ☐ Moving my body
- ☐ Eating well
- ☐ Planning ahead
- ☐ Asking for help
- ☐ Taking quiet time
- ☐ Other: _____

3. What time of day do I feel most overwhelmed?

- ☐ Morning
- ☐ Afternoon
- ☐ Evening
- ☐ Night
- ☐ It changes daily

4. What is one small routine I can realistically practice?

My Steady Anchor

A steady anchor is one small habit you practice daily to stay grounded.

Choose one:

- ☐ Five minutes of quiet
- ☐ Morning prayer
- ☐ Deep breathing
- ☐ Journaling one sentence
- ☐ Ten-minute walk
- ☐ Planning tomorrow tonight
- ☐ No phone for the first 10 minutes of the day
- ☐ Stretching
- ☐ Drinking water before coffee
- ☐ Other: _____

My steady anchor will be:

Action Step

For the next seven days, I will practice this habit:

Steady Reminder

I do not need to rebuild my whole life in one day. I can start with one steady habit.

My personal reminder for this week:

Lesson 6: Your 30-Day Reset Plan

Do not just feel inspired. Build a plan.

Lesson Summary

Inspiration is powerful, but a plan helps you follow through.

Your 30-day reset plan will help you identify what you are releasing, practicing, protecting, and building. This reset does not need to be perfect. It needs to be honest and doable.

Steady leadership is built through repeated choices.

30-Day Reset Reflection

1. What am I releasing?

Examples: guilt, overcommitting, people-pleasing, rescuing, unrealistic expectations, silence, resentment.

2. What am I practicing?

Examples: boundaries, communication, rest, asking for help, planning, pausing before saying yes.

3. What am I protecting?

Examples: peace, family time, health, prayer time, emotional energy, rest, focus.

4. What support do I need?

Examples: accountability, honest conversations, better systems, therapy, coaching, prayer, delegation.

5. What will I do when I feel overwhelmed again?

My 30-Day Steady Reset Calendar

Week 1: Awareness

This week, I will notice where I feel drained, resentful, overwhelmed, or overextended.

My focus for Week 1:

One thing I noticed about myself:

One thing I need to stop minimizing:

Week 2: Boundaries

This week, I will set one clear boundary and practice not overexplaining it.

My focus for Week 2:

The boundary I will practice:

How I will say it:

Week 3: Communication

This week, I will prepare for or have one honest conversation.

My focus for Week 3:

The conversation I need to address:

The outcome I hope for:

Week 4: Routine

This week, I will practice my steady anchor every day.

My focus for Week 4:

My steady anchor:

What changed when I practiced it:

Weekly Check-In Pages

Week 1 Check-In

This week, I learned:

This week, I struggled with:

This week, I am proud that I:

Next week, I need to focus on:

Week 2 Check-In

This week, I learned:

This week, I struggled with:

This week, I am proud that I:

Next week, I need to focus on:

Week 3 Check-In

This week, I learned:

This week, I struggled with:

This week, I am proud that I:

Next week, I need to focus on:

Week 4 Check-In

This week, I learned:

This week, I struggled with:

This week, I am proud that I:

Going forward, I will continue:

Boundary Scripts Page

Use these scripts when you need help communicating clearly.

Professional Boundary Scripts

I am not available to take that on right now.

I can help with part of this, but I cannot take full responsibility for it.

I need more notice in the future.

I am not able to respond outside of my available hours.

I want to support the team, but I need expectations to be clear.

I cannot commit to that without reviewing my schedule.

I understand this is important, but I need time to think before answering.

Personal Boundary Scripts

I care about you, but I cannot carry this for you.

I need time to rest before I can talk about this.

I am not in a place to discuss this right now.

I love you, but I still need limits.

I cannot keep saying yes when it is hurting me.

I need support too.

My Favorite Boundary Scripts

1.

2.

3.

My Steady Leadership Commitments

I commit to leading with honesty.

I commit to noticing when I am overwhelmed instead of ignoring it.

I commit to setting boundaries without guilt.

I commit to communicating clearly instead of silently building resentment.

I commit to building routines that support my peace.

I commit to remembering that rest is not weakness.

I commit to leading steady, not empty.

My personal commitment:

Signature: _____

Date: _____

Final Reflection

What did this course help me realize?

What do I want to keep practicing?

What am I no longer willing to sacrifice?

What does steady leadership mean to me now?

Certificate of Completion

This certificate is awarded to:

For successfully completing:

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This learner has completed reflection work focused on burnout awareness, boundaries, communication, steady routines, and a 30-day reset plan.

Presented by:

Anitra Green, RN MSN MBA CMSRN LNC
Steady by Design

Date: ____

Closing Message

Congratulations on completing your workbook.

This was not about becoming perfect. It was about becoming more aware, more honest, more grounded, and more intentional.

Your leadership is not measured by how much you can carry without breaking. Your leadership is strengthened by how well you care for yourself while still showing up with purpose.

Keep growing.
Keep healing.
Keep leading.

Steady by Design.