How to Set Yourself Up for Success and Prevent Burnout with Daniela Wolfe

with Daniela Wolfe · Hosted by Kathi Burns, CPO®, Business FLOW Strategist

Daniela Wolfe, a licensed master's social worker and author of Balance Breakthrough, went through her own burnout about 20 years ago while going through a divorce with two very young children.

- [ ] Keep a journal by your bed and write three to five things you're grateful for each night.
- [ ] Notice the thoughts that show up when you sit and do nothing, and reframe the guilty ones.
- [ ] Pick your top two or three priorities for the day instead of working from one long list.
- [ ] Leave buffer time between tasks so the unexpected doesn't push you to the bottom of your list.
- [ ] Set a reminder for a one-minute break: breathe, stretch or look outside, with no email or scrolling.
- [ ] Take 30 mindful seconds with your morning coffee.
- [ ] Decide what you're available for, say it out loud, and then respect your own boundaries.
- [ ] Start and end your day with something for yourself, even if it's five minutes.
- [ ] Make a list now of what you'll do with the next 10 free minutes you get.
- [ ] When you're learning something new, tell yourself "I'm not good at this yet."

Listen, read the transcript and get the links: addspacetoyourlife.com/podcast/how-to-prevent-burnout-daniela-wolfe/
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