



BURNOUT RECOVERY TOOLKIT

A PRACTICAL GUIDE ON HOW TO RECOVER FROM BURNOUT

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WELCOME TO YOUR BURNOUT RECOVERY TOOLKIT!

Burnout recovery isn't just about taking time off—it's about realigning your life with what truly matters. This toolkit provides a step-by-step guide for leaders, high performers, and anyone feeling emotionally or physically exhausted. Rooted in Jonathan Hankin's personal leadership experience and coaching insight, the tools here are designed to support deep recovery, reflection, and growth.

KEY RECOVERY PRINCIPLES

- Recovery starts with permission: Burnout is not a failure—acknowledge it without shame.
- Rest before results: You can't think your way out of burnout—you must rest through it.
- Reconnect with purpose: Recovery is not about doing less, but doing what matters more.
- Boundaries protect healing: Structure and boundaries help sustain your energy.
- Recovery is relational: Healing happens in safe, honest, and encouraging community.
- Recovery takes time: This is not a weekend reset. Go slow to go strong.





4-STEP BURNOUT RECOVERY FRAMEWORK

STEP ONE – REFLECT & RECALIBRATE

Burnout begins to lift when you make space to stop, reflect, and invest in rest. Recalibrate your life through quiet, intentional retreat and honest assessment.

Action Steps:

1. Take a **3-day retreat**—no work, no screens, just rest and reflection.
2. **Journal** on the following questions:
 - What used to bring me joy?
 - What’s draining me right now?
 - What’s the cost—physically, emotionally, relationally?
 - What would a meaningful, joyful life look like?
 - What 3 actions will I take when I return?
3. If retreat isn’t possible, build a **“No List”** and add structured rest to your calendar.

STEP TWO – REDISCOVER MEANING

Reconnecting with joy and purpose is key to lasting recovery. Ask powerful questions to rediscover what energizes you.

Action Steps:

1. Reflect on these coaching questions:
 - What parts of your work used to excite you?
 - When did you feel most alive or aligned?
 - What values have drifted out of alignment?
 - What would it look like to feel excited about tomorrow?
2. Process your responses with a coach, mentor, or trusted friend.





STEP THREE – REALIGN WITH BOUNDARIES

Boundaries are essential for sustaining your recovery. Design a new structure that protects your energy and time.

Action Steps:

- Identify your biggest energy drains and begin to set boundaries.
- Rebuild your calendar to include margin, flexibility, and your non-negotiables.
- Communicate clearly with your team, family, and self about what's changing.

STEP FOUR – RECONNECT WITH PEOPLE WHO FILL YOUR TANK

Burnout thrives in isolation. Recovery thrives in connection. Find your circle of support and let them in.

Action Steps:

- Share honestly with 2–3 people about your burnout experience.
- Consider professional guidance through coaching or therapy.
- Join or start a leadership support group, peer circle, or accountability group.





BURNOUT RECOVERY ACTION PLAN – THIS WEEK

Take one step in each area:

- 1.Name where you are—admit burnout to yourself or someone you trust.
- 2.Rest with intention—disconnect for a morning, afternoon, or full day.
- 3.Redesign your boundaries—start with one area like email or meetings.

LEADERSHIP REFLECTION

Leaders who model healthy rhythms influence the people around them. Your recovery sets a tone for sustainable leadership. Show your team that self-care is not selfish—it's strategic.

YOU'RE NOT GOING BACK—YOU'RE MOVING FORWARD

Burnout recovery isn't about going back to who you were. It's about becoming someone wiser, stronger, and more aligned. Keep track of your small wins. Reflect weekly. And most of all, give yourself grace on the journey.

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