



# Personal Burnout Prevention Plan

**Name**

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**Role / Job Title**

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**Date Created**

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**Review Date:**

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**Review Date:**

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## About This Plan

This template helps you identify and build personalised strategies across 10 key areas of burnout prevention.

For each area, you will:

1. Choose a minimum of 3 strategies that you think with best support you in preventing burnout.


2. Rate your current status (Green / Amber / Red)


- Note what is working well
- Identify what needs to change
- Set a specific action and review date

*Review this plan every 4–6 weeks or after any significant change at work.*




## Traffic Light Key — How to Rate Each Area

 **Green — Going well**  
Maintain current strategies




 **Amber-Needs attention**  
Take steps to improve

 **Red — Struggling**  
Seek support now




## 1. Workload & Time Management





<b>Current Status</b>  Green  Amber  Red <i>(circle one)</i>	<b>My Strategies</b>	<b>What is working well?</b>  <b>What needs to change?</b>  <b>My action &amp; review date</b>
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## 2. Work-Life Boundaries





<b>Current Status</b>  Green  Amber  Red <i>(circle one)</i>	<b>My Strategies</b>	<b>What is working well?</b>  <b>What needs to change?</b>  <b>My action &amp; review date</b>
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## 3. Recovery & Rest




<b>Current Status</b>  Green  Amber  Red <i>(circle one)</i>	<b>My Strategies</b>	<b>What is working well?</b>  <b>What needs to change?</b>  <b>My action &amp; review date</b>
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 <b>4. Physical Wellbeing</b>		
<b>Current Status</b>  Green  Amber  Red <i>(circle one)</i>	<b>My Strategies</b>	<b>What is working well?</b>  <b>What needs to change?</b>  <b>My action &amp; review date</b>




 <b>5. Mental &amp; Emotional Health</b>		
<b>Current Status</b>  Green  Amber  Red <i>(circle one)</i>	<b>My Strategies</b>	<b>What is working well?</b>  <b>What needs to change?</b>  <b>My action &amp; review date</b>

 <b>6. Social Connection</b>		
<b>Current Status</b>  Green  Amber  Red <i>(circle one)</i>	<b>My Strategies</b>	<b>What is working well?</b>  <b>What needs to change?</b>  <b>My action &amp; review date</b>




## 7. Meaning & Purpose

<b>Current Status</b>  Green  Amber  Red <i>(circle one)</i>	<b>My Strategies</b>	<b>What is working well?</b>  <b>What needs to change?</b>  <b>My action &amp; review date</b>
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## 8. Organisational Culture

<b>Current Status</b>  Green  Amber  Red <i>(circle one)</i>	<b>My Strategies</b>	<b>What is working well?</b>  <b>What needs to change?</b>  <b>My action &amp; review date</b>
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## 9. Early Warning Systems

<b>Current Status</b>  Green  Amber  Red <i>(circle one)</i>	<b>My Strategies</b>	<b>What is working well?</b>  <b>What needs to change?</b>  <b>My action &amp; review date</b>
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## 10. Resources & Support Access

### Current Status



Green



Amber



Red

(circle one)

### My Strategies

What is working well?

What needs to change?

My action & review date

### Overall Reflection

What is your biggest burnout risk right now?

The single most important thing I will do this month:

What do I need to support me to continue to avoid burnout?

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