

# THE BURNOUT-PROOF PRODUCTIVITY PLANNER

Sustainable Productivity for Lasting Balance.

Constantly hitting the 'play' button isn't the way to move forward in life. Sometimes, we need to pause—step back, reflect, and realign our path. True productivity isn't just about doing more; it's about doing what truly matters, sustainably. This Productivity and Burnout Planner is designed to help you balance ambition with well-being and ensuring long-term success without exhaustion.

Shagun Agarwal

ENTREPRENEUR | COACH | SPEAKER

Constantly hitting the 'play' button isn't the way to move forward in life. Sometimes, we need to pause—step back, reflect, and realign our path. True productivity isn't just about doing more; it's about doing what truly matters, sustainably. This Productivity and Burnout Planner is designed to help you balance ambition with well-being and ensuring long-term success without exhaustion.

### STEP 1: ACKNOWLEDGING THE SIGNS OF BURNOUT

The first step in solving any problem is recognizing that it exists. Burnout often creeps up unnoticed, affecting your motivation, health, and relationships. Let's begin by assessing where you stand.

On a scale of 1-10 (with 10 being the maximum), rate the following statements:

Statements	Scale 0-10
Work never seems to end, no matter how much I do.	
I feel guilty taking breaks or holidays.	
Even after leaving work, I feel the urge to check messages and emails.	
I struggle with a micromanager who makes my job harder.	
Because I work efficiently, I get overloaded instead of appreciated.	
My work drains me instead of energizing me.	
I feel exhausted at the thought of facing another workday.	
I dread Mondays.	
Work-related stress is making me angrier and more frustrated in my personal life.	
I find it difficult to wake up refreshed and ready for the day.	

Shagun Agarwal

ENTREPRENEUR | COACH | SPEAKER

### **Score: 60 or above – Urgent Action Needed!**

You're on the brink of burnout—or already there. This isn't just about productivity; it's about sustainability. Your current habits and mindset might be driving short-term success, but at the cost of your well-being. It's time to adopt new routines, redefine boundaries, and prioritize yourself without guilt.

### **Score: 40-59 – Warning Signs**

Your mind and body are sending signals that balancing work and life is becoming overwhelming. You're managing, but at what cost? Learning burnout prevention techniques and productivity strategies now can help ensure you never slip into the next phase. Prevention is always easier than recovery.

### **Score: Below 40 – Balanced**

You might be in a good place, but that doesn't mean you're immune to burnout. With today's demands, even high performers can slowly drift toward exhaustion. Use this planner to build habits that keep you in control, energized, and productive—without the burnout.

## **WHAT IS BURNOUT?**

Burnout is a state of physical, mental, and emotional exhaustion caused by prolonged stress, unrealistic expectations, and lack of balance. It sneaks up on even the most ambitious and hardworking people, making them feel unmotivated, drained, and disconnected from their goals.

### **SIGNS OF BURNOUT**

- Constant fatigue, no matter how much you rest
- Feeling detached from work or personal life
- Increased irritability, frustration, or anxiety
- Struggling to concentrate or make decisions
- Feeling like your efforts don't matter
- Frequent headaches, sleep problems, or body aches

Shagun Agarwal

ENTREPRENEUR | COACH | SPEAKER

## Burnout is NOT a badge of honor.

It's **not proof of hard work or dedication**—it's a signal that something needs to change. Success should **energize you, not break you.**

### STEP 2: THE POWER OF 8 PM TO 8 AM

It is said that how you spend 8 PM to 8 AM determines the quality of your 8 AM to 8 PM. Small, intentional shifts in your night and morning routine can make a huge difference in your energy levels, productivity, and ability to handle stress.

None of these habits take more than 5 to 15 minutes, yet they can transform your well-being and prevent burnout.

### DO YOU ALREADY DO ANY OF THESE?

Yes/No	Questions	Commitments
	Have you thought about your most important three tasks for the next day?	
	Have you unplugged and relaxed after 8 pm?	
	Did you reflect on your day?	
	Did you do a 10 minutes stretch in the evening post work?	
	Did you clean your room and your desk today evening?	
	Did you connect with a loved one today evening?	
	Have you hydrated and eaten lightly in the evening?	
	Have you set clear boundaries for work-life balance?	
	Have you separated the tasks that you can politely say no to the next day?	
	Did you avoid negative news in the morning?	
	Is your phone outside your bedroom at night?	
	Are you optimizing your sleep schedule consistently?	
	Did you avoid coffee between 8 pm and 8 am?	
	Did you get exposure to natural light in the morning?	
	Have you visualized your success today in the morning?	

Shagun Agarwal

ENTREPRENEUR | COACH | SPEAKER

### **What steps would you take to commit to any of the above?**

*(Write down your commitment plan)*

**Example:** I will start with just one habit from this list for the next 7 days and track my progress.

### **STEP 3: RECLAIMING YOUR TIME BY PRIORITIZING RIGHT**

If you feel like you don't have time, it's time to step back and reassess your priorities. Many of us feel everything is urgent, but not everything is truly important.

#### **Ask yourself:**

- Do I feel like everything important is also urgent?
- Do I feel overwhelmed by my to-do list?
- Do I struggle to understand what's a top priority and what's not?

### **THE TRUTH IS SIMPLE: PRIORITIZATION IS THE KEY TO SUSTAINABLE SUCCESS.**

#### **What should be a priority?**

- Anything that takes you closer to your goal and is urgent should be a priority.
- Anything that is self-care and prevents burnout should be a priority.

**Now, take a look at your to-do list, put it down here:**

- Can you number your tasks based on priority?
- What can be eliminated, delegated, or scheduled for later?

**Take 5 minutes to rank your tasks based on urgency & importance:**

**High Priority:** Moves you toward your goals & has a deadline.

**Medium Priority:** Important but not urgent. Can be scheduled later.

**Low Priority:** Not urgent, not essential. Can be delegated or eliminated.

Shagun Agarwal

ENTREPRENEUR | COACH | SPEAKER

## ACTION STEP: USE THE EISENHOWER PRIORITY MATRIX

### URGENT & IMPORTANT

Must be done NOW

### IMPORTANT BUT

NOT URGENT

Schedule for later

### URGENT BUT NOT IMPORTANT

Delegate to others

### NOT URGENT & NOT IMPORTANT

Eliminate completely

Now, take your current to-do list & sort your tasks into this framework.

## BURNOUT RECOVERY PLAN: IF YOU SCORED 60+

If you are already burned out, follow this emergency 5-day reset plan:

### Day 1: Reduce the Load

- ✓ Cancel/postpone unnecessary meetings & tasks.
- ✓ Take a full day off if possible.

### Day 2: Replenish Energy

- ✓ Sleep for 8+ hours & improve bedtime habits.
- ✓ Hydrate, eat well, and get 30 minutes of sunlight.

### Day 3: Set Boundaries

- ✓ Turn off work notifications after hours.
- ✓ Practice saying 'No' to unnecessary commitments.

### Day 4: Reflect & Reset

- ✓ Journal: What is draining your energy? What needs to change?
- ✓ Identify one toxic habit to stop.

### Day 5: Rebuild for Long-Term Success

- ✓ Pick 1 burnout prevention habit & commit to it.
- ✓ Plan your week with realistic goals & breaks.

Shagun Agarwal

ENTREPRENEUR | COACH | SPEAKER

## PRIORITIZE 3 TASKS FOR THIS WEEK

**Small changes can lead to big improvements** in your well-being. This week, identify three habits you can adjust—whether it's setting better boundaries, prioritising rest, or embracing mindful practices. Small, consistent actions can create lasting positive change.

○ \_\_\_\_\_

○ \_\_\_\_\_

○ \_\_\_\_\_

### *HERE'S A FRESH TAKE:*

If your to-do list feels overwhelming with countless tasks, you're not the only one.

It's easy to get caught up in emails and meetings, but let's pause for a moment.

If you could only focus on one thing today, what would it be?

Consider that important project you've been delaying—the one that could genuinely push you forward and lighten your mind.

*Shagun Agarwal*

ENTREPRENEUR | COACH | SPEAKER

**Thank you for visiting here**

**and taking the first step toward  
a healthier, more balanced life.**

**Your Well-Being Is Your Superpower**

When you care for yourself, you show up better in every area of your life. Productivity without burnout is not only possible—it's your new reality. Keep putting yourself first, because you can only give your best to the world when you're at your best. The best is yet to come, and you are more than ready for it!

**Your journey to sustainable success starts now  
—and you've got this!**

*Shagun Agarwal*