



Your Guidebook: Three Keys To
Transform Burnout

Into
Thriving at Work



Using the Tools & Strategies from Rachael O'Meara, Leadership Coach & Author

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How to Use this GUIDEBOOK

Congratulations on your next leadership move! You've just taken a MAJOR step towards pausing, or intentionally shift your behavior by getting this guide.

If you are feeling burned out, overwhelmed, or stuck know there is hope!

It really is possible... to live a life that feels aligned and where you can not only not feel overwhelmed or burned out, but actually THRIVING while doing everything you want to be doing and enjoying it!

This free blueprint will give you three keys to not only get out of burnout, but begin to introduce the ways to EXPAND your CAPACITY AND feel SATISFIED ...all while leaving BURNOUT BEHIND! Would you like to learn more?

Read on to learn the power of pause, or intentional shifts in behavior to start you on your way to transform you AND your burnout! You are not alone, and you are so supported.

Yours in Pausing,

Rachael 😊

Leadership coach, TEDx speaker, and recovering achiever



A person is walking a tightrope across a deep canyon. The person is wearing a black long-sleeved shirt and patterned pants. The canyon walls are steep and rocky, and the valley below is filled with green trees. The sky is clear and blue.

Your ability to generate

POWER

**"Is proportional to your
ability to relax"**

- David Allen

*Productivity Consultant and creator of the time management
method known as "Getting Things Done."*

Your Innate Power of **PAUSE**

I define a pause as an intentional shift in behavior.

Did you know you have an innate gift, or power, called pausing?

Thing is, not a lot of leaders tap into it! You, great leader, have an innate power, which is your choice to pause. This choice exists in any given moment. When you choose to pause, or intentionally shift your behavior, incredible and unexpected things start to happen.

For example, you choosing to download this blueprint is a powerful pause move! You will have future choice moments to pause and read, apply, and do something different or new. Who knows where that will lead you, or what will change as a result.

I invite you to take a deep breath (a pause if you will). Ask yourself, “What is going on with me internally and emotionally? Is it matching what is happening externally in my environment?” In other words, are you aligned? What does that do for your sense of spirit? Maybe you aren’t feeling as successful as you once used to, or you lack the motivation you once had. It’s what some may call a rut.

In the book *PAUSE*, I discuss the 5 signs you know you need a pause. In this blueprint, we’ll assume you already have had at least one sign.

This blueprint stems from my coaching on these 3 keys you can know to avoid, transform, or shift from burnout, overwhelm, or stress to thrive again at work.

BURNOUT



Nature's way of telling you, you're going through the motions but your soul has departed.

"You're a zombie, a member of the walking dead, a sleepwalker"

- Sam Keen

Author of

Fire in the Belly

A Word on **BURNOUT**

What causes burnout? When you deprive yourself of emotional and personal nourishment in the present moment, eventually burnout may become a serious side effect. What do I mean by that? My mentor Dr. Bob Wright puts it in layman's terms.

“Imagine you are a blood donor. You give blood regularly, but you never eat to replenish your reserves or receive blood transfusions from other donors. Over time you have less energy and no longer feel strong and healthy to supply blood. Physically and emotionally you feel tired, weak and drained. You literally bleed yourself dry by avoiding meeting your yearnings and engaging in life to feel emotionally nourished and satisfied (1).”

You can work hard but it needs to be balanced with meeting your deeper hungers, or yearnings AND being more self-aware, the core building block for increasing your emotional intelligence. Instead of bleeding yourself dry engage in what is meaningful for you. Maybe you connect one on one with someone and give or ask for a hug. Maybe you spend some time being 100% present with a loved one, child or a pet. Don't be afraid to be present emotionally, make mistakes as you experiment and really engage with others. All of this helps to avoid burnout.

A close-up photograph of a woman with a large, voluminous afro hairstyle. She is laughing heartily, with her mouth wide open, showing her teeth. Her eyes are closed, and she has a joyful expression. She is wearing a red, off-the-shoulder top. The background is a plain, light color.

Your
PAUSE

Is an investment in your
spirit to replenish yourself
and invigorate your
livelihood.

Key 1: Know it's Ok to **PAUSE**

“More than half of Americans feel “overworked or overwhelmed at least some of the time” and 70% say “they often dream of having a different job.”

- Families and Work Institute Study

I define a pause as any intentional shift in behavior. It can be a type of daily pause, a simple belly breath pause, or a digital device pause, to name a few. Pausing also doesn't depend of time, money or activity. It's what works for you. We are so busy doing, we forget being. We miss being present to ourselves if we're constantly checking off our to-do lists, which means we miss out on fulfilling our deeper yearnings, or hungers and filling our tank. If we offer choose to pause, we can choose differently – we can be while we do. That changes everything. The problem is, we think it's not ok to slow down, or pause, or even stop.

The Pause Paradox

Welcome to the Pause Paradox: we value productivity and profits as people and companies, yet we need to ensure we're hitting pause to create sustainable, long-term success at home and at work.

Is taking a pause really meant to be time spent to think? Or is it time to stop thinking so the wisdom and answers have ample room to surface? How often have you stressed out about a specific situation or were stuck in the decision-making process because you couldn't make up your mind? Overthinking can kill just about everything.

Taking a pause isn't so you can think more. It's to do the exact opposite. It's the perfect excuse for you to step away from your everyday life and not focus on

what is ruling your thoughts. Without the time to step away, you don't have the opportunity to sit with the idea. Have you rushed into a decision only because you were obsessed with an idea? Would your plan change if you took a five-minute pause in nature instead?

Pausing, or intentionally shifting your behavior, appears counter-intuitive. We often resist pausing to avoid falling behind or looking like a slacker. Instead, consider pausing to enhance creativity or needed downtime, even if it's for a few minutes.

A distraction may provide the break you need to disengage from a fixation on the ineffective solution.”

- Dr. Shelley Carson, Harvard

Questions Worth Pausing For:

- What's the price you pay without pausing? How far are you willing to go?
- How can pausing best serve you? What ideas do you have and are excited about? Passions? Projects? Initiatives?
- How can you create a culture of support and sustainability for yourself?

EMOTIONS

A woman with dark hair and large hoop earrings is captured in a graceful, floating pose in the ocean. She is wearing a vibrant, multi-colored patterned dress that flows around her. Her eyes are closed, and her expression is serene. The background shows a rocky coastline with some trees on the left and a hazy sky with several birds in flight. The overall mood is peaceful and evocative.

Are the data we use to better understand ourselves. We feel alive through all our experiences and feelings. Yet we feel much more than we're aware of at any given time.

Key 2: Name a **FEELING** and Get into Your Body

Naming a feeling is like having a superpower. Name a feeling to get present, drop into your body, and feed your soul. There are a zillion feelings out there as we all know, each of them nuanced and unique each time we feel them.

However, to keep things simple (we have enough to worry about), there are five primary emotions you have in any given moment. This is one of the best pro tips and I credit the Wright Foundation for the Realization of Human Potential for this method. They are (2):

- Fear
- Hurt
- Anger
- Sadness
- Joy

Don't explain why you think you feel something – that brings us right back to our heads. Instead, just state it. Emotions are your data bank. You can mine them to simply learn more about yourself. Remember to stay curious about yourself and bring your beginners mind. Remember you are building your emotional intelligence mental muscles, or skills. When you name a feeling, you are more present, and more aware. You are now able to be present and with yourself. Know emotions are only data. Avoid judgment and simply practice naming a feeling. Start with once a day, then three times a day, and go from there.

Questions Worth Pausing For:

- What primary emotion are you feeling right now?
- How many times do you want to pause and check in on your primary emotions in a day? Set your intention and do it daily for a week.
- Where do you notice the feeling in your body? Put your hand on
- Be curious and notice where in your body do you feel your emotion? Acknowledge and allow yourself to focus your attention there.

PLAN

A woman with short brown hair, wearing a light pink short-sleeved dress and beige high-heeled sandals, is sitting on a wooden chair at a black metal table. She is looking down at an open book on the table. On the table, there is also a laptop, a small blue pot with a cactus, and a white candle. The setting is outdoors, with a white wall and various green plants in the background.

If you have a plan you'll realize you don't need as much as you think.

Key 3: Create Your **ACTIVE PAUSE PLAN**

Now it's time to put it all together. Grab a sticky note or use the space below. Pick one thing you can do by bedtime tonight and implement. Don't over think it! The idea is that you can shift burnout over time, but it requires conscious choice and new, intentional shifts in behavior.

Create Your Pause Plan

- Pick one challenge or situation you want to change and write it down. (e.g. Get 7 hours of sleep a night).
- Set an intention – what do you want to get out of this or result you want?
- How much time do you need? It's also OK not to have all the details - (e.g. 10 minutes at 3pm, Tuesday nights, etc).
- How will you get support for it and stay accountable? (Sharing with someone you trust is one of the best ways to do this).

Implement by bedtime tonight!

Pro Tips:

- Tape your pause plan where you'll see and read it daily.
- Review your plan and daily pause checklist every day – that can be your pause.



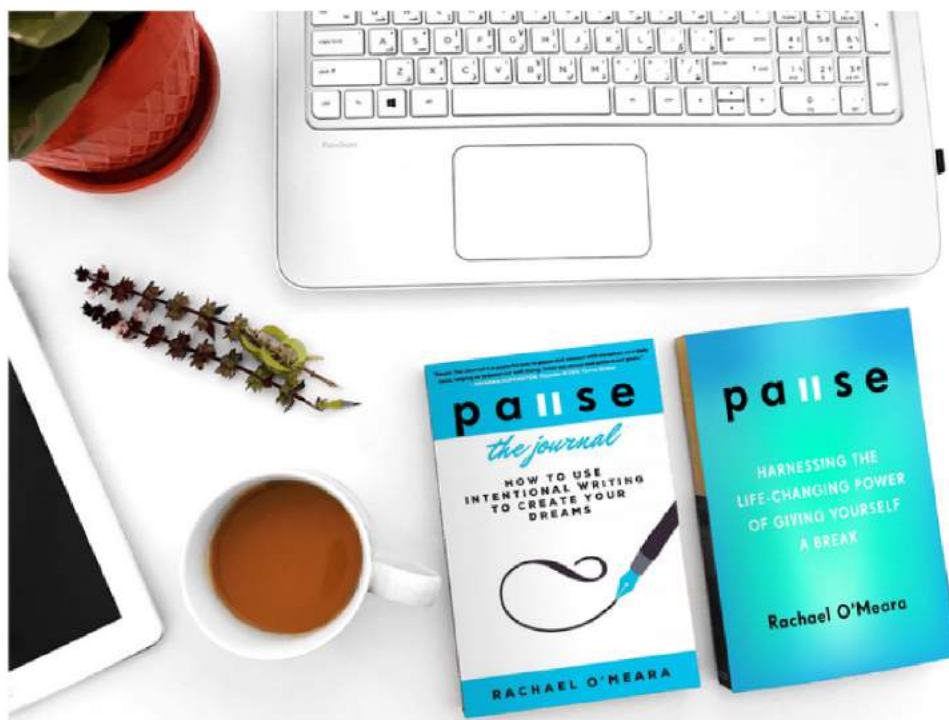
Appreciate and notice the incremental steps - take small steps towards where you want to go.

NEXT STEPS

This is only the beginning to transform burnout into thriving.

Here are your 3 next steps to take:

1. Keep going! **Join the private Facebook Community for Women Leaders** - access more proven tools and strategies to stay out of overwhelm.
www.fb.com/groups/bethepause/
2. **Get Rachael's book *Pause: Harnessing the Life Changing Power of Giving Yourself a Break*** and dive deep in tools and concepts based on Rachael's burnout at Google: bit.ly/pausethebook. If you're a journaler, try *Pause: The Journal*: tinyurl.com/pausethejournal.
3. Interested in 1:1 support? **Book your 30 minute complimentary 1:1 Amplify Your Impact Strategy Session** with Rachael at tinyurl.com/pausenow.



MEET RACHAEL O'MEARA

Executive Coach & Speaker to Amplify Your Impact



Bestselling Author, TEDx Speaker
13 Year x-Gogler, 22+ Years in Tech
MBA, MA in Transformational Coaching



WHY RACHAEL

- 22 years of experience in high-tech F500 companies
- Offers proven tools & systems based in neuroscience to turn overwhelm into thriving at work
- Vision-based yet pragmatic approach
- Provides proven systems, templates & tools to rise to your next level of leadership

FEATURED CLIENT LIST

- Google + YouTube
- Crowe Health
- McKesson
- Roche Pharmaceutical
- Accenture
- PayPal
- Adobe
- Twitter
- Oracle
- A10 Networks

CREDENTIALS

- MA in Transformational Leadership & Coaching
- ICF ACC Accredited
- Certified Meta-coach for elite Daniel Goleman EI Coaching
- Search Inside Yourself Mindfulness & EI Facilitator
- MBA, Fordham University
- Contributor for Harvard Business Review, NYTimes, and leading trades on leadership
- Certified Breathwork Facilitator

BENEFITS TO WORKING WITH RACHAEL

Rachael coaches and speaks regularly to women, health and tech leaders who are ready to rise to their next level of leadership using a proven set of research-based tools to feel more confident, calm, and clear – without the overwhelm!

- Be more effective as you create a vision for yourself and develop a plan on how to get there while handling life's little distractions, including procrastination.
- Be more productive and resilient as you become less stressed through greater self-awareness and strategies to get more done and feel satisfied, every day.
- Feel more vitality and energized as you thrive at work while preventing burnout and stress while increasing your capacity and remove blocks.
- Have better quality of relationships at work – with your manager, your clients, and/or your direct reports. You'll learn tools that'll help understand the people around you better, and drive conversations to be more direct and influential.
- Improved focus and clarity as you feel more centered, resilient and calm.

Rachael's 13 years of experience in sales and client services at Google helps her have a pulse on what it takes to be a successful and thriving transformational leader. She brings that experience to her clients, and knows that leadership is an inside job first and foremost, identifying the root causes of what's in the way of your next level as an authentic leader.

Rachael O'Meara (she/her/hers)

Get Emotional Intelligence Mastery – Your Next Level of Leadership



Bestselling Author & TEDx Speaker
13 Year x-Googler with 22+ Years in Tech
MBA, MA in Transformational Coaching

EXPERIENCE & KEY DIFFERENTIATORS



Holistic and integrative approach, allowing yourself to learn the power of breath and the leadership skills to show up authentically and trust yourself as you stretch your whole self.



Research & science backed

This approach stems from 6 core disciplines: Neuroscience, Emotional & Social Intelligence, Developmental Theory & Practice, Human Potential Theory, Existential Theory, & Adlerian Psychology.



Make the unconscious conscious
Rachael helps you go "below the waterline" and identify limiting thoughts, beliefs and behaviors so you can emerge into what you truly desire, and know what that is.



Bias to Action

Rachael's "assignments" help to apply what you're learning in your day-to-day to literally change your brain to become your next level leader.



As an expert in helping executive women stay out of overwhelm, based on her own story of burnout at Google, [PAUSE: Harnessing the Life Changing Power of Giving Yourself a Break](#), was named one of 2017's top business books for your career using research-backed tools based in neuroscience, developmental and human psychology, and emotional intelligence that Rachael brings to her talks and clients. In 2022, [Pause the Journal: How to Use Intentional Writing to Create Your Dreams](#) was published and used to effectively process thoughts in service to your dreams.



CLIENTS ARE RAVING ABOUT RACHAEL



"Nothing short of miracles..."

With Rachael, I regained my confidence after a tough year. Her coaching helped me explore and redefine old ways of thinking. In 3 months, I launched a new project at work, secured a \$100k budget for it plus executive sponsors, and got promoted." – Z, Founder, Women for Good.



"Helped me think critically..."

Rachael was extremely helpful in a tough situation. Her ability to challenge me to think critically moved me forward in a substantial way. Thank you Rachael!!! – Gera, Success Manager, Google



"Focused, accountable & a new job..."

Rachel rocks! Rachael kept me focused and on-track during a life/career transition. She helped me become accountable to my vision and goals. As a result, I found a job during the pandemic, moved to a new city, and got promoted during an acquisition. Rachael had a lot to do with it." – Michael, Manager, Accenture



"I went from stagnation to purposeful intention..."

I grew tremendously through working with Rachael. Instead of going through the motions, I am aware of my yearnings moment by moment. I'm a better influencer, showing up more 'me' as an authentic leader." – Lisa, Sr. Tech Manager Google.