

SHAUNA

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LEADERSHIP WELLBEING WORKBOOK

Leveraging The 3 Pillars To
Prevent & Reduce Burnout

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www.shaunamoran.com

Internationally Recognized Executive Coach Helping Organizations and Individuals Reduce Burnout, Elevate Leadership, and Build Cultures Where People and Performance Thrive.

We help leaders and organizations slash burnout, sharpen strategy, and thrive - backed by 2,000+ success stories



Trusted by Global Brands



5,000+ Leaders Transformed

Guided overwhelmed managers into confident, strategic executives - across industries and roles.

Globally-Recognized Credentials



Author of *Managing Employee Burnout*

66% more time for strategic work —without extending hours

44% increase in motivation and value alignment at work.

40% reduction in leadership stress within 90 days

50% increase in leadership confidence.

My Unique Approach

I combine evidence-based coaching, psychology, and practical business strategy to create leadership solutions that don't just inspire change - they embed it.

My holistic approach transforms leadership capacity, workplace culture, and performance from the inside out.

Have questions? Let's Connect!

info@shaunamoran.com
www.shaunamoran.com

Book A Discovery Call



Burnout awareness & prevention isn't a one-time exercise, it's an ongoing practice.

This workbook is here to guide you back to clarity whenever you need it.

If your reflections show that you're in a good place right now, celebrate that and keep doing what's working.

If you notice areas that need attention, take one step—no matter how small—to begin addressing them.

Over time, it can also serve as a powerful reflection tool to see how far you've come in strengthening your well-being, leadership, and sustainable ways of working.

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ANCHORS FOR A TEAM STATE OF SAFETY

What connections of safety do you currently create as a leader for your team?

Use this space to jot down any reflections that come to mind

Are You Recognizing Nervous System States?

Are You Promoting Co-Regulation?

Do You Start With Wins?

Are You Actively Listening?

Are You Acknowledging and Validating?

ANCHORS FOR OUR STATE OF SAFETY AS LEADERS

What connections of safety do you currently create as a leaders for yourself to anchor in safety and return to an optimal state?

WHAT CAN YOU CONTROL?

Circle of **CONCERN**

If you can't control or influence it, can I accept it? Factors outside your control. They affect you and they may concern you, but you can't do something about them.

Response: let go and accept that you can not directly do something about them. Focus on what you can influence and control.

Circle of **INFLUENCE**

If it's not in my control, can I exert influence in it? Factors involving other people or situations that you can interact with but you can only partially affect.

Response: focus on factors where you have most influence and accept those where you have limited influence.

Circle of **CONTROL**

If you can't control or influence it, can I accept it? Factors outside your control. They affect you and they may concern you, but you can't do something about them.

Response: let go and accept that you can not directly do something about them. Focus on what you can influence and control.

Created by Stephen Covey



WHAT CAN YOU CONTROL?

Circle of **CONCERN**

Circle of **INFLUENCE**

Circle of **CONTROL**



THE SUSTAINED SELF CHECKLIST SUPPORTING MYSELF

- I have a healthy and sustainable work schedule
- I take quality breaks throughout my work day
- I take vacation without the need to check-in on work
- I ask for support when I need it
- I set healthy boundaries with colleagues
- I feel confident to reprioritize and say no or not yet when I need to
- I spend time prioritizing my joy outside of work
- I am clear on my role and responsibilities
- I have a supportive manager that I meet with consistently
- My tasks have realistic timelines
- I have a centralized place where I manage my workload
- I have time for deep work and concentration
- I have some level of flexibility throughout my work week



THE SUSTAINED LEADER'S CHECKLIST SUPPORTING OTHERS

- I demonstrate my healthy and sustainable work schedule to others
- I have consistent quality 1-1's with my team members
- I see my team members (even on video calls) during our 1-1 meetings
- I can listen fully without distraction to my team members
- Everyone on my team is aware of their roles and responsibilities and what success looks like in their position
- I know how to ask powerful coaching questions to my team members that leads to meaningful discussions
- I recognize my team members on a regular basis
- I help my team understand their strengths and professional goals
- Others feel safe to share when they need help with work or they are facing a blocker



THE SUSTAINED ORGANIZATION'S CHECKLIST

SUPPORTING PROCESSES

- I have a centralized place for my team's workload
- As a team we have quality synchronous (real-time) meetings
- As a team we have time for deep work throughout our work week
- I reality test the timelines I set for my team members
- We leverage asynchronous communication to reduce meeting fatigue and improve flexibility

LEADERSHIP SKILLS THAT IMPACT STRESS MANAGEMENT

Reflect on the specific actions you can take to strengthen this pillar across:

Your skills

Your processes

Your team or organizational systems



YOUR COMMITMENT

What is your one impactful commitment after today's session?

Write down the one shift you intend to make — big or small.

Organize your ideas into: Quick Fixes, Big Shifts, Mindset Changes



Impactful leadership
isn't about doing more
— it's about amplifying
your energy, influence,
and systems in a
sustainable way,
without burning out.

— Shauna Moran