

# Quiet Cracking Recovery Checklist

7 days to stop the slow spiral before burnout takes hold

**You're not broken.** You're quietly cracking — and that means there's still time. This checklist is your reset button. Use it to rebuild before you break. Check off each action as you complete it. Small moves compound.

## STOP DOING

- Sunday dread scrolling** — close email after 6pm Fridays
- Saying yes to everything** — practice "let me check my capacity"
- Working through lunch** — 15 min away from screen minimum
- Comparing your pace** — you're running your own race
- Waiting for someone to notice** — advocate for yourself now

## START DOING

- One non-negotiable boundary** — pick it, name it, hold it
- Daily 10-min decompression** — walk, breathe, no screens
- One "why" conversation** — with manager about priorities
- Track your energy** — morning vs afternoon for 3 days
- Name one micro-win daily** — write it down before bed

## Your Daily Reset Protocol



### Morning Anchor

5 min before email: breathe, stretch, set 1 priority



### Midday Recharge

Step outside. No phone. 10 minutes minimum.



### Evening Shutdown

Close tabs. Name one win. Done means done.

## Escalate If You Notice These

- △ Physical symptoms lasting 2+ weeks
- △ Crying before/after work regularly
- △ Unable to focus on basic tasks
- △ Withdrawing from people you care about

## Your 4-Week Progress Tracker



*"You can't pour from an empty cup.  
Take care of yourself first."*

— Your reminder to prioritize recovery

Quiet cracking is reversible. You caught it. Now act on it.