

This checklist assumes your systems are already in place. The focus here is whether you are honoring them.

COMMUNICATION PATTERNS — ENFORCEMENT, NOT SETUP

- ☐ I am responding predictably, not reactively
- ☐ I am using my established communication flow instead of ad-hoc texts
- ☐ I am delivering updates on my timeline, not interrupt-driven
- ☐ I am not training clients to expect instant access

TRANSACTION EXECUTION — USAGE, NOT ORGANISATION

- ☐ I am running every transaction the same way — even the easy ones
- ☐ I am following my process instead of improvising
- ☐ I am letting the workflow guide the deal, not memory
- ☐ I am resisting shortcuts that create downstream cleanup

ENERGY PROTECTION — OPERATIONAL, NOT WELLNESS

- ☐ My workday has a defined end most days
- ☐ I am not carrying unfinished tasks mentally overnight
- ☐ I am stepping out of “everything is urgent” mode
- ☐ I feel steady — not bracing for impact

DECISION LOAD — THIS IS THE HIDDEN DRAIN

- ☐ I am not re-deciding things I already chose in December
- ☐ I am sticking to established boundaries instead of renegotiating them
- ☐ I am letting systems absorb repetition instead of carrying it mentally
- ☐ I am noticing where flexibility is quietly turning into expectation

THREE THINGS WORTH REMEMBERING

- Consistency here reduces stress later.
- Burnout often comes from exceptions, not volume.

Sustainability comes from structure, not willpower.

REFLECTION

This is about awareness, not fixing everything.

WHERE AM I ALREADY BENDING THE RULES I SET FOR MYSELF?

WHAT FEELS HEAVIER THAN IT NEEDS TO BE — EVEN WITH SYSTEMS IN PLACE?

WHERE AM I SOLVING THE SAME PROBLEM MORE THAN ONCE?

IF I DO NOT CHANGE THIS NOW, WHAT WILL IT COST ME IN THREE MONTHS?

LOCK IT IN

Choose one behaviour — not a system — to protect. This January I am committing to protect my energy by consistently:

- ☐ Honoring response boundaries
- ☐ Running transactions without shortcuts
- ☐ Using systems even when it feels unnecessary
- ☐ Stopping exceptions before they become habits
- ☐ Letting support and structure do their job

ONE PATTERN I AM CHOOSING TO KEEP ALL YEAR

Burnout is not a sign that you are doing too much. It is often a sign that your systems are not being used consistently. January sets the pattern — protect it early.

