

HIGH PERFORMANCE WITHOUT BURNOUT

The 3-3-3-3 Tool



3 Priorities To Focus On: 1. _____ 2. _____ 3. _____	3 Projects To Move Forward: 1. _____ 2. _____ 3. _____
3 Tasks To Get Done: 1. _____ 2. _____ 3. _____	3 People To Connect With: 1. _____ 2. _____ 3. _____

Burnout is often what happens when **stress stays high for too long** and we try to compensate by doing *more* - more hours, more urgency, more “keeping up.” The result is usually the opposite of high performance: **exhaustion, detachment, and reduced effectiveness.**

This one-page focus sheet is a reset button. It helps you **focus on less** so you can: (1) **Lower chronic stress** (fewer open loops, fewer competing demands). (2) **Recover your energy** (you stop living on adrenaline and urgency). (3) **Do more of what matters** (your best work happens when attention is protected).

The Principle: Focus is a force multiplier.

When you choose the right few priorities, you don’t do “less output” - you reduce *wasted* effort and protect your best energy for what actually moves the needle.

How To Use The 3-3-3-3

Add the following to the top of this page or to your notebook: **3 Priorities** = What matters most *this week/day* (the outcomes). **3 Projects** = The bigger moves that advance those outcomes. **3 Tasks** = The next visible actions that create momentum. **3 People** = The relationships that sustain progress (support, alignment, encouragement, accountability).

The Burnout Guardrail

If your list is overflowing, don’t try harder - **decide harder**: (1) What can wait? (2) What can be reduced? (3) What can be delegated? (4) What can be dropped?

High performance is not doing everything. It’s doing the **right things**, with **enough recovery** to keep going.