



SELF-REGULATION TOOLKIT

Your Practical Guide to Emotional Grounding & Nervous System Balance

By Gillian O’Gorman, The Burnout Coach

1. KNOW YOUR TRIGGERS

Use this to build awareness over time.

Trigger Tracker (Daily/Weekly):

Situation	Emotional Reaction	Body Sensations	Likely Trigger	Response
E.g. Criticism in meeting	Defensive, anxious	Tight chest, heat in face	Fear of not being good enough	Took deep breaths, paused before replying

2. BODY-BASED REGULATION TOOLS

Calm your nervous system through your body. These are great to use *in the moment*.

A. Grounding Techniques:

- **5-4-3-2-1 Method:**
Name 5 things you can see, 4 you can touch, 3 you can hear, 2 you can smell, 1 you can taste.
- **Cold Reset:**
Splash cold water on your face or hold an ice cube.
- **Weighted Pressure:**
Press your palms together firmly or give yourself a gentle hug.



B. Breathwork Tools:

- **Box Breathing (4-4-4-4):**
Inhale 4 → Hold 4 → Exhale 4 → Hold 4
- **Extended Exhale (4-6):**
Inhale 4 → Exhale 6 → Repeat for 1–2 minutes
- **Physiological Sigh:**
Inhale deeply twice (short + long) → Exhale slowly through mouth

3. REFLECTION & INQUIRY PROMPTS

Regulate your thoughts, not just your body. Use these for journaling or quiet reflection.

Pause & Ask:

- What am I feeling *right now*?
- What story am I telling myself?
- Is it 100% true?
- What else could be true?
- What would I say to a friend in this situation?

Affirming Reframes:

- “I am safe in this moment.”
- “This feeling is valid, but it will pass.”
- “I can respond calmly and clearly.”
- “I do not need to earn my worth—I already have it.”



4. DAILY SELF-REGULATION RITUALS

Build nervous system resilience long-term.

Morning	Midday	Evening
2-minute breathwork	Body check-in	Gratitude reflection
Movement/stretching	Short walk or breath reset	Journal 1-2 thoughts
Set emotional intention	Drink water slowly	Tech off 30 mins before bed

5. WHEN YOU'RE TRIGGERED – A 5-STEP RESET

1. **Pause** – Notice the impulse to react
2. **Breathe** – Use one breath technique
3. **Name It** – “I feel ___ because ___”
4. **Choose** – “What do I *want* to do right now?”
5. **Support** – Ask for what you need / take a grounding action
- 6.



BONUS: PERSONAL REGULATION PLAN

Fill this out and keep it somewhere visible.

- **Top 3 Triggers:**

1 -

2 -

3 -

- **My Go-To Reset Tools:**

- **Support People / Places:**

- **Daily Practices (3 mins or less):**

- Morning: _____
- Evening: _____

Final Note from Gillian:

You are not broken. You are adapting.

This work is not about perfection, it's about practicing safety, calm, and connection, again and again. You've got this.