

KLR Paralegal | Stay Well With Kel

Burnout Prevention Toolkit

Tools for Thoughtful, Effective Communication

1. The Pause Practice

Before responding in stressful moments, take a slow breath and silently count to three. This brief pause helps regulate emotional responses and allows for more intentional communication.

2. The “I” Statement Framework

Use statements that focus on your perspective rather than assigning blame.

Example: “I feel overwhelmed when deadlines change suddenly” instead of “You always change things last minute.”

3. Reflective Listening

Repeat back what you’ve heard to confirm understanding.

Example: “It sounds like you’re saying you need more support with this project.”

This builds trust and reduces miscommunication.

4. The Clarity Check

Before ending a conversation, summarize key points and next steps. This ensures alignment and prevents confusion later.

5. The Compassionate Inquiry

Ask open-ended questions that invite collaboration rather than defensiveness.

Example: “What would make this process easier for you?”

6. The Boundaries Script

Prepare calm, respectful phrases to protect your time and energy.

Examples:

- “I’d like to help, but I need to finish this task first.”
- “I’m not available right now, but I can revisit this tomorrow.”

7. The Gratitude Close

End interactions with appreciation to reinforce positive connection.

Example: “Thanks for taking the time to talk through this with me.”

8. The Written Reflection

After challenging conversations, jot down what went well and what could improve. Over time, this builds self-awareness and communication resilience.
