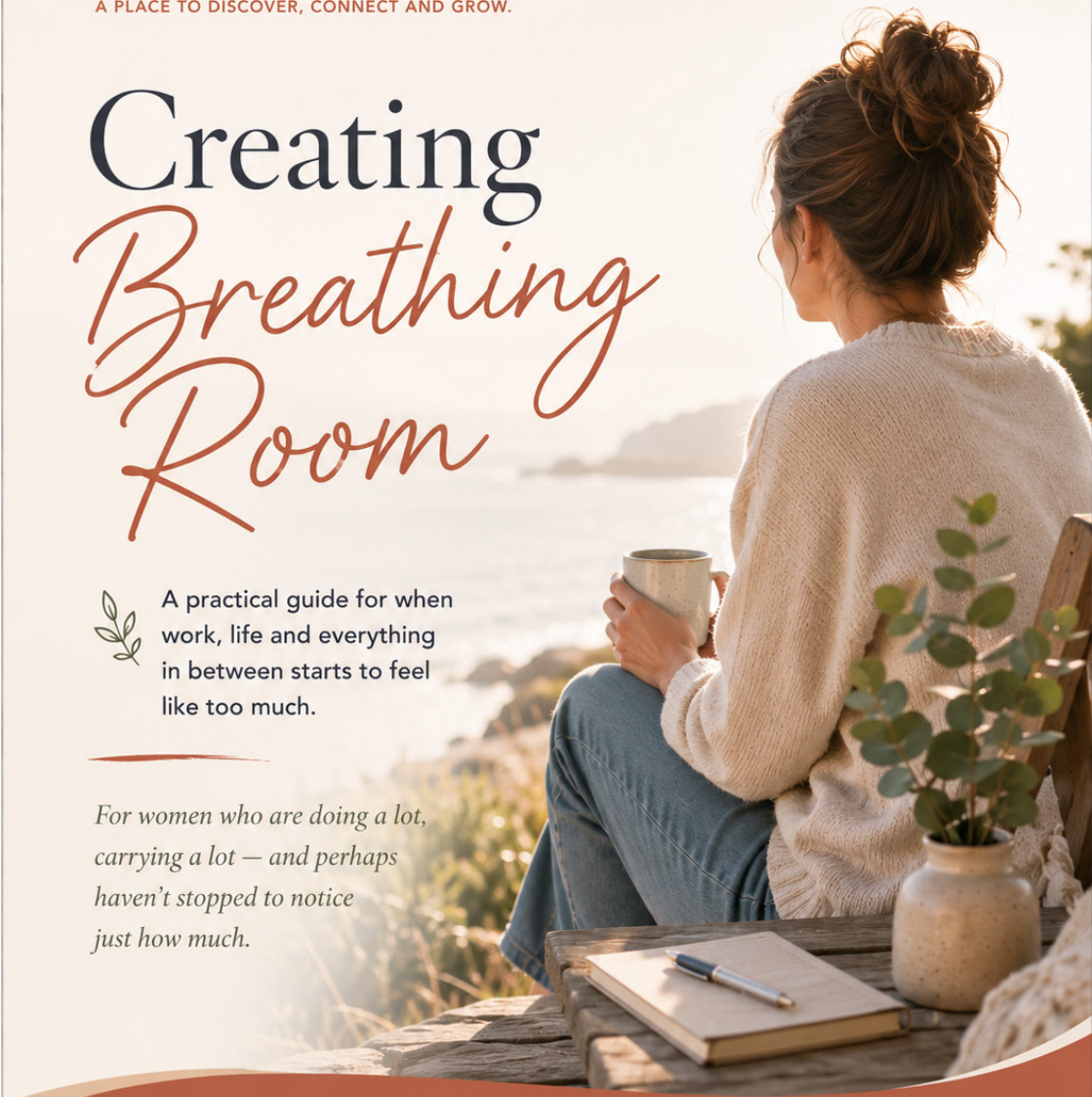
HER *Place*

A PLACE TO DISCOVER, CONNECT AND GROW.

Creating *Breathing Room*



A practical guide for when work, life and everything in between starts to feel like too much.

For women who are doing a lot, carrying a lot — and perhaps haven't stopped to notice just how much.

Her Place — a place to discover, connect and grow.

DISCOVER | CONNECT | GROW

Creating *Breathing Room*

A practical guide for when work, life and everything in between starts to feel like too much

HER PLACE GUIDES • 01

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Published in Australia by
Her Place Online Community

First published 2026
First Edition

ISBN 978-1-7649434-0-6

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HER *Place*
ONLINE COMMUNITY

herplace.com.au

A place to discover, connect and grow.

This isn't a guide about doing more.

If you're already feeling stretched, the last thing you need is another list of things you're supposed to achieve.

This guide isn't here to tell you to become more productive, organise your diary better or somehow squeeze another hour out of your day.

It's an invitation to stop for a moment.
To notice what's happening.
To think about what may not be working anymore.
To create one or two small changes that create a little more breathing room.

You don't need to complete every exercise.
You don't need to make ten changes by next Monday.
And you certainly don't need to get any of this "right".

Start wherever something feels familiar.



A LITTLE NOTE FROM HER PLACE

This guide shares general information, reflections and practical ideas. It isn't intended to diagnose or treat burnout or any other health condition.

If you're concerned about how you're feeling, or things are becoming difficult to manage, please consider talking with your GP or another qualified health professional.



You don't have to fix everything.
Sometimes noticing is the first step.

Working from home changed the rules.

FOR MANY OF US, WORKING FROM HOME OR RUNNING A BUSINESS FROM HOME brings enormous freedom.

- There's no commute.
- We can build work around family.
- We can make our own decisions.
- We can work in our slippers if we want to.
- And sometimes we can even put a load of washing on between emails.

But there is another side to it.

When your home is also your workplace, there isn't always a clear moment when work finishes.

Your computer is still there.
Your phone is beside you.
The unfinished job is only a room away.

An email arrives while you're making dinner. You remember something at 9 o'clock at night and think: "I'll just quickly do that now."

And when you're running your own business, there isn't necessarily somebody else who will pick it up tomorrow.

So you keep going.

Not because anyone has told you to.
Often because you care deeply about what you've built.

The freedom to work whenever you want can quietly become the feeling that

you should always be working.

Over the next few pages, we're going to look at some of the ways that can show up.

You may recognise many of them.
You may recognise only one.

There is no score.
Just notice.

> The very things that give us freedom can also make it difficult to stop.



TAKING AN HONEST LOOK

Does any of this *feel familiar?*

Sometimes it's not one big thing.
It's the collection of small, everyday pressures that quietly build up over time.

You might recognise yourself in some of these situations.

01

WORK IS ALWAYS VISIBLE

Your laptop, your phone or your clients mean work is always there, even when you're not "at work".

02

WORKING HOURS GET LONGER

You start early, stay late or squeeze things in at night and on weekends just to keep up.

03

IT CAN FEEL ISOLATING

You may be working on your own, making decisions on your own and not always having people who truly understand.

04

THERE'S ALWAYS ONE MORE THING

The list never really ends and even when you tick things off, new tasks appear.

05

YOU MAKE EVERY DECISION

Big decisions, small decisions, every detail. It can be exhausting carrying the weight of all of it.



Take a moment...

Which of these feel most familiar?

You don't have to have the answers right now.

Noticing is enough.

TAKING AN HONEST LOOK

And then there are *the things we barely notice.*

06 

YOU DON'T MOVE ENOUGH

Days pass with little or no movement and your body starts to feel it.

07 

FINANCIAL PRESSURE NEVER REALLY GOES AWAY

Worries about money, cash flow or just getting through the month sit in the back of your mind.

08 

SUCCESS BECOMES SELF-WORTH

You tie your worth to how much you achieve, how busy you are or how well you do. It's hard to ever feel like it's enough.

09 

MEALS GET SKIPPED OR RUSHED

Between working, caring for others and everything else, looking after yourself often comes last.

10 

HARD TO SWITCH OFF ON HOLIDAYS

Even when you're away, your mind keeps checking in, planning or worrying about what's waiting.

11 

YOU FEEL GUILTY TAKING TIME FOR YOURSELF

Rest, slowing down or saying no can feel selfish when there's so much you feel you "should" be doing.

Remember...

Recognising these patterns doesn't mean you're failing.

It means you're human.

And every small step you take creates more breathing room.



TAKING AN HONEST LOOK

What have you been *accepting as normal?*

When life is full, we adapt.
We adjust, push through and convince ourselves that this is just how it is.

But the truth is, what feels "normal" now might not be what's best for you.



Take a quiet moment to reflect...

- What have you stopped noticing because it's just become part of your everyday?
- What have you been ignoring, hoping it will get better on its own?
- What are you doing that drains your energy more than it gives you back?
- Where have you put your own needs at the bottom of the list for too long?
- What small change could make the biggest difference to how you feel each day?

Awareness is the first step toward creating more breathing room.

You don't have to have all the answers today. Just begin by noticing.

You're not here to fix everything.

You're here to take one honest look.
And that is enough.

TAKING AN HONEST LOOK

Let's go a little *deeper...*



The patterns on the last two pages are easy to overlook because they become part of our everyday.

But when we pause and really look, we start to see how much we've been carrying.

Take a moment to check in with yourself...

What are you piecing together?
Are you constantly solving problems or holding everything together?

What are you carrying?
What responsibilities, worries or expectations sit on your shoulders every single day?

What do you keep saying yes to?
And what would happen if you said no more often?

What fills your cup?
What recharges you, even just a little?

What do you need right now?
Not what others need.
Not what's urgent.
What do you need?

You don't have to have all the answers.

Just the willingness to keep asking honest questions.

Sometimes an honest question is where change begins.

You are allowed to want more ease.
You are allowed to want more joy.
You are allowed to want more you.

You don't have to wait until you're completely exhausted *before something is allowed to change.*



You are allowed to **notice.**

You are allowed to **make a change.**

You are allowed to create some **breathing room.**

Noticing is a beginning.

CREATING SOME SPACE

What would give something back?

You've spent some time noticing what has been taking from you.

The things that drain your energy.
The expectations you carry.
The habits that have quietly become normal.

Now we can begin looking in another direction.

Not at everything you need to change.

But at the things that might give something back.

A little more space.

A little more energy.

A little more of you.

You don't need a perfect plan.
Sometimes creating breathing room begins with one small question:

What do I need more of right now?



What is taking the *most* from you?

It's not always the biggest things that drain us.

Often, it's the repeated little things that quietly add up over time.

Let's take a moment to notice what is taking the most from you right now.



REMEMBER

You can't change everything at once. But you can begin by becoming aware of what is draining you most.

Take a few minutes for you

Use the space below to gently reflect. There are no right or wrong answers. This is just for you.

What feels heavier than it should?

What am I tired of carrying?

What keeps taking my time or attention?

What am I doing because I feel I "should"?

If I could make just one thing feel lighter, what would it be?

What gives *something* back?



As important as it is to notice what drains you, it's just as important to notice what fills you.

The things that lift your mood.
The moments that help you feel more like you.
The simple pleasures that bring you back to life.

Let's take a moment to notice what gives something back.

REMEMBER

You deserve the things that bring you joy, rest, connection and calm.

Take a few minutes for you

Think about the things, moments or people that give you energy, bring you joy or help you feel more like yourself.

Big or small, they all count.

- What small things make a difference in your day?
- What activities help you relax, recharge or feel more like you?
- Who are the people that lift you up?
- What places or environments help you feel calm, safe or inspired?
- What makes you feel proud, grateful or connected?
- If you had more time and space, what would you love to do more of?

When we make space for the things that give back, life feels a little *lighter* and a lot more *ours*.

My Energy *Audit*

Now that you've explored what takes from you and what gives you something back, let's look at the balance.

Awareness is powerful.
It helps you choose where to focus your time and energy.



REMEMBER

You don't need to fix everything.
You just need to choose one small thing to create a shift.

Take a few minutes for you

Use the spaces below to see where your energy is going and where it could flow more easily.
There are no right or wrong answers.
This is about you.

WHAT TAKES FROM ME

The things, commitments or habits that drain my time, energy or joy.

1.
2.
3.
4.
5.

WHAT GIVES SOMETHING BACK

The things, moments or people that restore, recharge or uplift me.

1.
2.
3.
4.
5.

What I notice

What stands out for me?
Where do I feel out of balance?
What could I let go of, change or make more space for?



Energy flows where your attention goes.

You don't have to make room for *everything.*

You get to decide *what deserves your energy.*

Awareness is the first step.
You've noticed what takes from you.
You've noticed what gives back.
You've seen where things feel heavy
and where life feels a little lighter.

Now you can begin taking gentle steps
towards creating more of what matters
and letting go of what doesn't.

Be kind with yourself.

This is a process,
not a race.
You are allowed
to take it slowly.



Sometimes breathing room begins with *a little space around the edges.*



We often think we need big changes to feel better. But sometimes the most important shifts happen in the small gaps we've stopped noticing.

Work and life can slowly blur together until there is no clear space left for you.

REMEMBER

A boundary isn't about shutting people out. Sometimes it's simply deciding where you end and everything else begins.

Where spaces can quietly disappear

Do any of these feel familiar?

Always available
Answering messages outside of work hours.

Saying yes too quickly
Taking on more because it feels easier than saying no.

Always switched on
Notifications, emails and alerts pulling your attention.

One more thing
Fitting in just one more task when your plate is already full.

Putting yourself last
Everyone else's needs come first — again.

No clear finish line
Feeling like the day never really ends.

A pause for you

Where in your day do you feel the edges becoming blurred?
What might you like a little more space around?

Small boundaries create big shifts.

They protect your time, your energy and the things that matter most. You deserve a life that includes you.

You don't have to create perfect boundaries.
You just need to begin with one small, kind choice.

Sometimes the hardest part is knowing what to *say out loud.*



Boundaries aren't always easy.
But kind, clear words can help you protect your time, your energy and the space you need.
You don't need the perfect words.
You just need words that feel true to you.

REMEMBER

You don't need to explain or over-apologise.
A simple, respectful "no" is allowed.
You are allowed.

Kind words can create clear boundaries

Here are some simple phrases you can adapt and use in everyday moments.

FINISHING WORK FOR THE DAY
You've done your best for today.

- *I'm signing off for the day now.*
- *I'm not available outside of work hours.*
- *I'll reply when I'm back tomorrow.*

NOT HAVING CAPACITY
It's okay to protect your energy.

- *I don't have the capacity for that right now.*
- *I need to focus on what I have on my plate.*
- *I'm at capacity this week.*

NEEDING MORE TIME
You get to work in a way that feels realistic.

- *I need a little more time to get this done well.*
- *I can do that, it just won't be today.*
- *Let me get back to you by [day/time].*

DECLINING SOMETHING
You don't have to say yes to everything.

- *Thank you for thinking of me, but I need to decline.*
- *I appreciate the invite, but I can't make it.*
- *That doesn't work for me right now.*

SAYING WHAT YOU NEED
Your needs matter too.

- *I need some quiet time to recharge.*
- *I need to prioritise my own wellbeing.*
- *I need a little space right now.*

NOT AVAILABLE THEN
Your time is valuable. Choose how you spend it.

- *I'm not available on that day/time.*
- *That time doesn't work for me.*
- *I'm sorry, I can't do that.*

Little tip

Pick one phrase that feels right for you and practise it.

It gets easier with time.

The more you speak *kindly* to yourself and others, the more *space* you create for the life you want.

You are allowed *to do things differently.*

There is no one right way to live, work or be.
You get to choose what feels right for you.
Give yourself permission to do things
in a way that supports your wellbeing
— not just everyone else's.

You are allowed to...

- Go **more slowly**.
  You don't have to rush to be enough.
- Leave something **until tomorrow**.
  It will still be there.
- **Change your mind**.
  It's okay to choose differently today.
- Ask someone to **help**.
  You don't have to carry it all alone.
- Say **no** without
  a long **explanation**.
  A simple no is enough.
- **Rest before**
  everything is finished.
  You matter too.
- **Choose** what **matters**
  most today.
  One small choice can
  change your whole day.
- Have time that doesn't
  need to be productive.
  You are allowed to just be.

REMEMBER

You are not here to
do everything.
You are here to live
a life that feels good
on the inside.



Rest doesn't have to be earned.
Neither does breathing room.

Doing things differently doesn't mean you're doing them wrong.

You don't have to carry it all alone.

Asking for help is part of creating space.



We are often taught to be strong, independent and able to handle everything. And while that can be a beautiful strength, it can also leave us feeling tired and isolated.

Letting someone in doesn't mean you are not capable.
It means you value yourself enough to share the load.

REMEMBER

You were never meant to navigate everything on your own. The right people can walk beside you, not in front of you.

Ways to invite support and connection back into your life

Reach out
Send a message. Make a call. A simple "thinking of you" can open the door.

Make a plan
Schedule time for connection, even if it's just 15 minutes over coffee or a walk.

Be honest
You don't need to share everything. Just saying "I'm having a full on season" can be enough.

Accept help
If someone asks what they can do, let them. You don't have to do it all.

Join in
Revisit the place, group or community that makes you feel seen and understood.

Ask directly
It's okay to say, "I could use a hand with..." Most people want to help.

A gentle nudge

Who in your life makes you feel lighter or more like yourself?
Who have you been meaning to reconnect with?

Connection is one of the greatest gifts you can give yourself.

We all need people who listen, encourage and remind us we are not in this alone.

Asking for help creates space.
Connection brings it back to life.

Learning to notice your early signs.

Awareness creates choice.

When we are carrying too much for too long, our body and mind start waving little flags. Learning to notice them early helps you pause, make a gentle shift and protect your wellbeing before you reach breaking point.



REMEMBER

These signs are not weaknesses.
They are messages.
Your body and mind are simply saying:
"I need a little care."

What are some of your early signs?

Here are some common ones. You might notice others.

I STOP REPLYING TO PEOPLE
Messages, calls or emails start piling up because I feel overwhelmed.

EVERYTHING STARTS IRRITATING ME
Little things feel bigger.
I feel snappy, tense or on edge.

I WORK LATER AND LATER
I keep pushing through, saying "just a bit more" — until I'm exhausted.

I FEEL CONSTANTLY TIRED
No matter how much I rest, I never feel properly recharged.

I STOP DOING THE THINGS I ENJOY
The things that usually fill me start falling off my list.

MY MIND WON'T SLOW DOWN
Worrying, overthinking or mental to-do lists keep me awake or distracted.

I FEEL DISCONNECTED
I avoid people, feel lonely or like I am just going through the motions.

MY HABITS CHANGE
I eat differently, skip meals, drink more or reach for comfort.

I FEEL EMOTIONAL MORE OFTEN
I cry easily, feel flat or everything feels too much.

I TELL EVERYONE I'M FINE
I smile, keep going and say "I'm okay" even when I know I'm not.

Your signs, your words

What are some of your early signs that you are carrying too much?
What happens to you when you ignore them?

Noticing early gives you choices.

Pause.
Breathe.
Choose one small kind thing you can do for yourself today.

You don't need to wait until you feel overwhelmed to begin taking care of yourself.

Small awareness today can create a much lighter tomorrow.

When you notice the signs, *what can you do?*



You don't need a perfect plan.
You just need a few simple things
you can come back to when life feels heavy.
Small actions can create a big difference.
Choose what will help you in this moment.

PAUSE *What can wait?*
- Step away for a moment.
- Give yourself permission to pause.
- Let some things wait.

BREATHE *Give yourself a moment.*
- Take a slow breath in and out.
- Notice how you are feeling.
- Give yourself a little space before responding.

REDUCE *What can come off today's list?*
- Choose one thing to remove or reschedule.
- Lower the expectations.
- Focus on what truly matters right now.

REACH OUT *Who can you talk to or ask for help?*
- Send a message or make a call.
- Ask for what you need.
- You don't have to carry it alone.

RESTORE *What will give you something back?*
- Do one small thing that fills your cup.
- Step outside, listen to music, read a few pages.
- Choose something that nourishes you.

PROTECT *What boundary would help right now?*
- Say no or change your plans.
- Protect your time and energy.
- Choose what keeps you well.

REMEMBER

You don't have to
solve the whole problem.

Respond
to what you need
in this moment.

Small steps.
Simple choices.
Better space.
Better you.

My go-to actions

Which of these actions will help you most?
What other small actions could you add
to your toolkit?

You don't have to do everything.
One small action can create the breathing room you need.

My Breathing Room Plan

A plan that supports me, not adds to me.



Use this page to bring together what you have discovered.
There is no right or wrong way to do this.
This is your plan, for your life, in your way.

1 What is taking too much from me?

2 What can wait?

3 What can I let go of?

4 What could someone else help with?

I don't need to change everything.
I just need to know where I can begin.

5 What gives something back to me?

6 What boundary do I need?

7 Who can I reach out to?

8 What are my early warning signs?

9 What is one small thing I will do this week?

A gentle reminder

You don't have to do everything at once.
Choose one or two small things to focus on.
Build from there. Be kind to yourself as you go.

My intention

What do I want more of in my life as I create breathing room?

You don't have to change everything *today.*



You've noticed.

You've reflected.

You've made some choices.

That is enough for today.

Breathing room isn't something you find.

Sometimes it's something you gently begin to create.

Take a moment...

What feels lighter after working through this guide?

What is one thing you want to remember from this?

What will you carry with you into the week ahead?

You are allowed to take your time.
Small steps still move you forward.

Be kind to yourself. You are doing the best you can.

You are not alone in this.

Thank you for giving yourself this time and this space.

Life will have full seasons and quiet seasons. Both are part of the journey.

You now have some ideas, some choices and a plan that is yours.

You can return to these pages anytime you need a gentle reminder or a steady anchor.



COME BACK TO THIS GUIDE

Whenever life feels busy again.
Whenever you need to pause.
Whenever you need to remember what matters.

A gentle reminder...

- Small steps still move you forward.
- You matter as much as everyone else.
- Breathing room is something you can create.
- You are allowed to choose yourself.
- Connection makes the load lighter.

WHEN YOU NEED MORE SUPPORT

It's okay to ask for professional help.
If you are feeling overwhelmed, anxious, depressed or struggling to cope, please reach out to a health professional or one of the services below.

Lifeline
13 11 14 or Text 0477 13 11 14

Beyond Blue
1300 22 4636
beyondblue.org.au

Healthdirect
1800 022 222
healthdirect.gov.au

Thank you for being here. Thank you for choosing you.

HER*Place*
A COMMUNITY FOR WOMEN

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