

Planning With Kindness

A Gentle Burnout Awareness Worksheet

Purpose:

This worksheet is a soft check-in to help you understand how planning is affecting your energy, emotions, and well-being. There are no right or wrong answers—only honest ones.

Part 1: Gentle Check-In

Read each statement slowly. Place a ✓ next to the ones that feel true for you *lately*.

- I feel mentally or emotionally tired before I begin my day
- My plans feel heavy or overwhelming rather than supportive
- I feel guilty when I rest or slow down
- Small or simple tasks take more effort than they used to
- I often feel behind, even when I'm doing my best
- My mind stays busy even when I'm supposed to be resting

👉 **Pause here. Take one deep breath.**

Part 2: Reflect With Compassion

Answer gently—one sentence is enough.

1. When I think about my current planning system, I mostly feel:

2. One task or expectation that feels especially draining right now is:

3. A moment recently when I felt calm or at ease was:

Part 3: Listening to Your Needs

Complete the sentences below without overthinking.

- Right now, my body is asking for more:
 Rest Space Flexibility Simplicity Support
- If I could remove or soften **one thing** from my plan, it would be:

- One small way I can make my planning kinder this week is:

Part 4: A Gentle Reminder

Read this slowly—or rewrite it in your own words:

Feeling overwhelmed does not mean I am failing.

It means I am human, and I am allowed to adjust, rest, and begin again.

Closing

You don't need a perfect plan.

You need a plan that **respects your energy, honors your limits, and supports your life**—not one that exhausts it.