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.