

The Calm Capacity Kit

A 4-week reset for people who consistently take on more than they have capacity for.



Reduce overcommitment. Make clearer decisions.

Prefer to Type?

Access the fillable PDF version

Download the fillable version:

drive.google.com/file/d/1xcfgf6IT740KVEhjY99ldGkSRoQe9R5F

This version has no writing lines and includes form fields you can type into.

Works with iPad/GoodNotes, Adobe Reader, Notability, or any PDF app.

Important: Download and save the file to your device to keep it fillable.

How This Works

Ten minutes a week. One honest decision at a time.

*You don't have to finish every section. Stop after one box if that's all you have energy for.
Consistency isn't the point. Honesty is.*

What's Inside

Weekly Worksheet × 4

Track capacity, energy, boundaries, and what you let go of.

Reflection Prompts

Deeper questions about patterns, body signals, and decision-making.

Monthly Capacity Review

See the full month at a glance and notice what repeated.

Boundary Scripts

Ready-made phrases for declining, buying time, and resetting expectations.

What to Do With This

Clear next steps when you see the same pattern three weeks in a row.

The Capacity & Boundaries Worksheet

What I Protected

Boundaries held. Requests declined. Space you kept for yourself.



Where My Energy Went

Meetings / Deep work / Reactive urgency / Emotional support / Context switching / Recovery



The One Thing I Let Go Of

What you dropped or deprioritised this week, and why.



My Energy Forecast

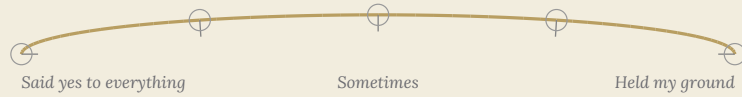
Not what I need to do – what I actually have capacity for next week.



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What Felt Easier This Week

A boundary that felt more natural. A decision that required less effort.



My Energy Forecast

Not what I need to do – what I actually have capacity for next week.



Weekly reflection prompts

go deeper when you're ready

What surprised me about my energy this week?

Not what you planned – what actually happened. Where did energy appear or disappear unexpectedly?

Where did I say yes when I meant no?

Notice the moments you agreed to something out of obligation, guilt, or habit rather than genuine willingness.

What would I do differently if I had one more hour of deep focus?

This isn't about productivity. It's about what matters most to you when the noise quiets down.

How did my boundaries affect the people around me?

Boundaries aren't just personal. Notice the ripple – did holding space for yourself change how others showed up too?

Monthly capacity review

a quieter look at the bigger picture

Where did my energy go this month?

Across the four weeks, what pattern do you notice? Was there a theme?

What boundary am I proudest of?

Pick one moment where you protected your capacity. Why does it stand out?

What's one thing I want to carry into next month?

A single intention. Keep it small and honest.

This month in one sentence

How would you sum it up?

How did this month feel?



Boundary scripts

Ready-made phrases for the moments when you know what you need but can't find the words.

Declining a request

"I appreciate you thinking of me. I don't have the capacity for this right now, but I wish you well with it."

your version: _____

Buying yourself time

"Let me check my capacity and get back to you by [day]. I want to give this the attention it deserves."

your version: _____

Protecting focus time

"I'm in a deep work block until [time]. I'll come back to this as soon as I can."

your version: _____

Setting a scope boundary

"That's outside what we agreed on. I'm happy to discuss what's possible within the current scope."

your version: _____

When you need to think first

"That's an important question. I'd rather give you a considered answer than a hasty one — let me sit with it and come back to you."

your version: _____

Boundary scripts

continued

Noticing you're overcommitted and speaking early is a form of responsibility, not failure.

A family or personal boundary

"I love you and I want to be present for you. Right now I need some time to recharge so I can show up properly."

your version: _____

Ending a draining conversation

"I need to step away from this for now. Let's pick it up again when I've had a chance to think it through."

your version: _____

When you've already said yes — resetting scope

"I want to check in about this. I said yes earlier, and since then I've looked properly at my capacity. To do this well, I need to adjust either the scope or the timing. Let's agree what matters most and go from there."

your version: _____

When you've already said yes — resetting timing

"I committed to this before I fully understood what else was on my plate. I'm still happy to do it, but I need to revisit the timeline so I can deliver it properly."

your version: _____

What to do with this

At the end of four weeks, do this:

Look at your Monthly Capacity Review. What pattern showed up most often?

Pick one boundary from your scripts that you didn't use yet. Put it somewhere visible.

Block 30 minutes in your calendar to plan next month with what you learned.

This kit doesn't fix overcommitment. It makes it visible, so you can choose what changes next.

If you see the same pattern three weeks in a row: do not reflect again. Act once.