THE RIGHT-SIZED WORK™ READER TOOLKIT

The tools and worksheets from Burnout Broke My Body.
They work with or without it.

Print what you need, when you need it. Most days only ask for the Snapshot, and only until the reading is in your head.

Gray text is an example. It shows the kind of thing that goes there; yours will differ.

When Load repeatedly exceeds Capacity, the math eventually stops working.
The details vary. The math doesn't.

Start with the next page. It has everything the sheets assume you know.

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v6 · October 2026

READ THIS FIRST

If you don't know where to start: print today's Snapshot. Two minutes, and it points to the rest.

The rest of this page is the math the sheets run on. Nothing here is required.

CAPACITY · what you actually have

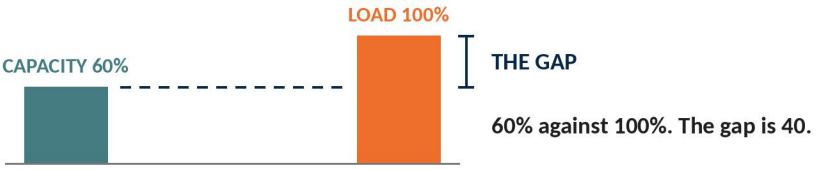
What you have available today, in this body, under these conditions.
Not your potential, not your best day. It moves. Read it today.

LOAD · what you're carrying

Everything the day is asking of you, visible and hidden, at work and everywhere else.

READ THE MATH · Capacity against Load

Capacity larger: that's margin. Level: the day fits, with nothing left over.
Load larger: the difference is the gap, and the gap is Bad Math.
Call the day: Fits, Tight (no margin), or Doesn't Fit. The next page reads the scales.



RIGHT-SIZING · adjust the plan so the math works

Two levers. Only two.
Take Load off: later, smaller, someone else, good-enough, not today, set up once.
Put Capacity back: recovery, real support, protected margin, restorative attention, supportive systems

WHERE LOAD COMES FROM · five areas

Work and Money · Home and Logistics · Relationships and Care · Mind and Focus · Body and Health

---

You are not the problem. The math is.

WHEN EACH SHEET HELPS

Daily Capacity Snapshot	mornings, two minutes, until it's a habit: a reading, then a change
The Friday Ten Minutes	Fridays, ten minutes, until it's a habit: the pattern, then a change
Pressure Map	when things pile up: the one pressure creating work for the rest
STOP Check	before any new yes, until it's a habit: the ask, then your answer
Right-Sizing Menu	when a day doesn't fit, and when you build the plan: moves
AI Idea Prompt	when you're stuck for moves: ideas that fit your constraints
Access Map	each season, and after the plan: what gets access to you
Reduced-Capacity Plan	built on a better day, run when the moves aren't enough
Floor, Enough, and Stretch	once a year: three tiers of need, and the trap between them

Educational, not diagnostic. These sheets read a day, not a body. If something physical keeps showing up, your clinician can read it better than a page can.

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READING THE SCALES

Both scales use the same unit: 100% is one full day of you. Readings, rough on purpose, no decimals.
The sign of the gap is what matters, and it holds whether your numbers are exact or rough.

MY CAPACITY · what I actually have today

20%	**Very Low**	Getting through the basics will take everything you have.
40%	**Low**	Functional, but everything costs extra.
60%	**Moderate**	A roughly ordinary day.
80%	**High**	Genuinely resourced.
100%	**Very High**	Fully resourced. A full, rested day of you.

TODAY'S LOAD · what the day is asking

Load doesn't stop at 100. Days over-ask all the time. The honest number stops you planning as if the day were smaller than it is.

20%	**Light**	A few things, none of them heavy.
40%	**Manageable**	Well under a full day of you.
60%	**Full**	A busy day, with some room left.
80%	**Heavy**	Most of a full day of you.
100%	**Very Heavy**	A full day of you, end to end.
120%+	**Overflowing**	More than one day of you. Call it what it is.

THE READING · call the day

	Fits	Capacity covers the plan, with margin. Good. Go live your day.
	Tight	It technically fits, but there's no margin. One surprise could tip it.
	Doesn't Fit	The day is asking more than you have. Bad Math, visible before it happens.

One rule keeps the estimates honest. A task, like a meeting, only adds Load once.
Pain or poor sleep can count on both sides: they lower Capacity and add Load.

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DAILY CAPACITY SNAPSHOT

Does today's plan fit what I actually have?

DATE ____ / ____ / ____

M T W TH F SA SU

Chapter 12

READ THE MATH

no decimals, no spreadsheet

A · My Capacity
what I actually have today
check one

Very Low	Low	Moderate	High	Very High
○	○	○	○	○
20%	40%	60%	80%	100%	120%+
Light	Manageable	Full	Heavy	Very Heavy	Overflowing

B · Today's Load
what the day is asking
check one

○	○	○	○	○	○

Now compare your two marks. The difference is the gap.

If Load lands to the right of Capacity, the gap is Bad Math.

C · How does today read? ☐ FITS ☐ TIGHT ☐ DOESN'T FIT

Fits or Tight? You're done; the Friday Ten Minutes watches for a run of Tight. Doesn't Fit: keep going.
Moves stopped closing the gap, or something that must continue slipping? Pull the alarm: your Reduced-Capacity Plan.
First week or two, at the end of the day: did it fit? ☐ yes ☐ no · that check is what calibrates the morning read.

WHERE IS THE LOAD COMING FROM?

notes only · nothing to score

- ☐ **Work and Money** _____
- ☐ **Home and Logistics** _____
- ☐ **Relationships and Care** _____
- ☐ **Mind and Focus** _____
- ☐ **Body and Health** _____

RIGHT-SIZING TODAY

What can change today? One to four actual changes: the decision itself, in your words.

Later? Smaller? Someone else? Good-enough? Not today? Set up once? Anything that puts Capacity back?
Out of ideas: the Right-Sizing Menu lists moves by area.

	the change	*when · who*
1		
2		
3		
4		

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THE FRIDAY TEN MINUTES

WEEK OF ____ / ____

A look back across the week's Daily Capacity Snapshots, ten minutes on a Friday.

Chapters 12 and 17

1 THE WEEK AT A GLANCE

Jot each day's reading: F = fits · T = tight · D = didn't fit

M	T	W	TH	F	SA	SU

A run of T's, or any D's? What did those days share? _____

This week reads: ☐ normal variation ☐ margin thinning ☐ recurrent Bad Math

2 IS THE PLAN NEEDED?

Early signs repeating, or something that must continue slipping? Pull the alarm now.

Ran the plan this week? When you can think again, look at what led there before bringing things back.

3 WHAT REPEATED?

What did you Right-Size more than once this week?

Showing up week after week? Take it to the Pressure Map: something upstream is feeding it.

4 WHERE WAS THE FRICTION?

What cost more Capacity than it should, every time you dealt with it?
The handoff that needs three reminders, the routine that lives only in your head. Set it up once so it stops asking.

5 WHAT NEEDS MORE CUSHION?

Which events need room around them: recovery before, buffer after, good-enough during?

6 WHAT CHANGES NEXT WEEK

Decide it now, while the pattern is still visible. One or two is plenty.

next week, when _____ **I will** _____

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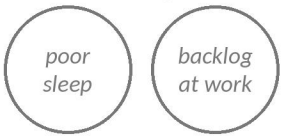
MY PRESSURE MAP

1 · Dump and circle. *A few words per circle. Eight to twelve is plenty.*

- What's been hardest lately?
- What else is weighing on you?
  Check work and money, home, caring for others, your head, your body.
- What do you just put up with?

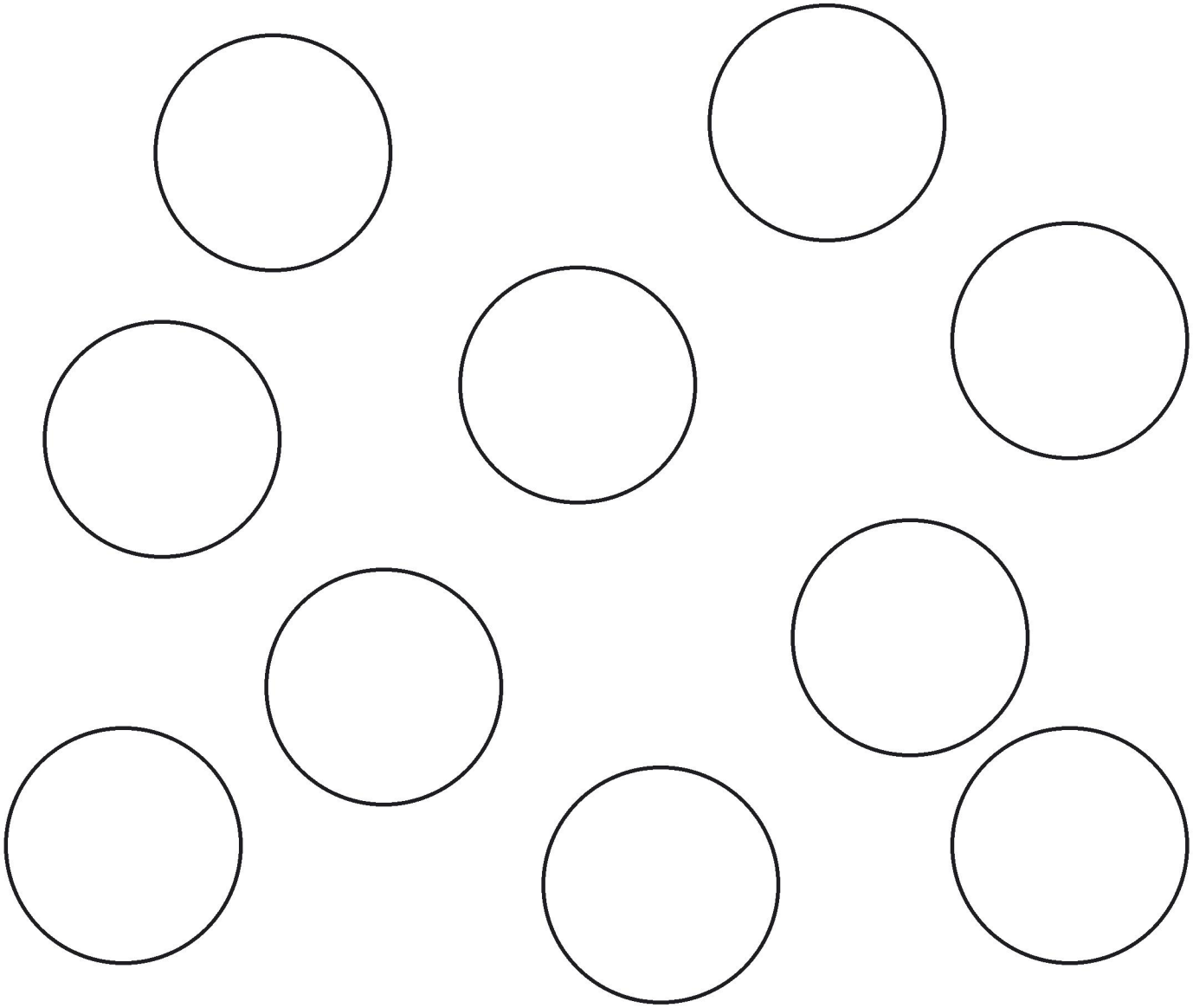
Write what's happening: the morning scramble itself. People aren't pressures.

for example



2 · Draw arrows the way pressure flows. *From what creates it to what feels it. Both ways if they feed each other. Messy is fine.*

3 · Find where to test first. *Count the arrows leaving each circle. It is often not the thing that felt loudest. Your arrows are a best guess at how things connect. The count points you somewhere to start.*



The one with the most arrows, if I can influence it: _____

The next one I can influence: _____

Don't solve it yet. If this changed, what might become easier downstream?

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THE STOP CHECK

Before any new yes: out loud if you can, silently if you can't. Four questions, in order.

the ask: _____

S SCOPE

☐

Can you walk me through the details? What is included, and what is not?

_____

T TIMING

☐

When do you need this? Are there checkpoints or drafts expected before the final version?

_____

O OWNERSHIP

☐

Who else is involved? Which parts are mine, versus support?

_____

P PRIORITY

☐

Where does this sit relative to my other responsibilities? Which current priorities move if there is a conflict?

_____

the better yes I can give (or the no):

Yes · Yes, if (the ask changes) · Yes, but (something on my plate moves) · No

yes to _____ by _____ if this moves: _____

or no, and who can: _____

The real question is whether the yes fits, or how to make it fit.

Need a minute first? "Let me think it through. Can I get back to you Friday?"

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RIGHT-SIZING MENU

Chapters 12 and 17

When today reads Doesn't Fit: pick one to three. Tick them. Name when.

Ideas to borrow from. The same page feeds the Reduced-Capacity Plan. The blank line in each row is for yours.

TAKE LOAD OFF

by Load area · the six moves from Chapter 6: later, smaller, someone else, good-enough, not today, set up once

Work and Money	☐ show the queue, then ask what moves	☐ skip meetings where I'm only the audience
	☐ send the one-page version first	☐ _____
Home and Logistics	☐ order dinner; takeout at the table counts	☐ post the routine; the family runs it
	☐ move the grocery run, or set a standing order	☐ _____
Relationships and Care	☐ hand off the whole errand, start to finish	☐ send the prepared sentence and stop there
	☐ decline for this week only	☐ _____
Mind and Focus	☐ write down the Load you carry in your head	☐ check email in two set windows
	☐ mute every alert that can't need action today	☐ _____
Body and Health	☐ take the walk instead of the workout	☐ start no new routine this week
	☐ lower the standard on purpose, this week	☐ _____

PUT CAPACITY BACK

by Capacity input · the five from Chapter 18

Basic Recovery	☐ take a full break: away from the work, no phone	☐ eat a real meal, sitting down
	☐ decide at noon: bed by nine	☐ _____
Real Support	☐ accept the help that's offered	☐ pay for it: delivery, the cleaner. it counts
	☐ ask one person for one specific thing	☐ _____
Protected Margin	☐ book a recovery block; keep it like a meeting	☐ put the buffer before the spike on the calendar
	☐ schedule nothing after the hard thing	☐ _____
Restorative Attention	☐ take a minute of awe: the sky, the music, a view	☐ give the center of the Access Map the hour
	☐ go outside: no phone, ten minutes	☐ _____
Supportive Systems	☐ set it up once: checklist, standing order	☐ log the workaround instead of being the patch
	☐ pack the bag the night before	☐ _____

today, when _____ **I will** _____

this week _____

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AI IDEA PROMPT

Stuck for moves that fit your life? Copy this into any AI assistant and fill in the brackets.

Works in ChatGPT, Claude, Gemini, or similar. The copy-and-paste version is at RightSizedWork.com/tools.

I'm using the Right-Sized Work™ framework from Burnout Broke My Body. Capacity is what I actually have. Load is what I'm carrying. When Load runs past Capacity, that's Bad Math, and Right-Sizing changes the plan so it fits. Use only these definitions; don't guess what the book says.

What's creating pressure: [the one item]
What can't change right now: [your constraints]
What I want to protect: [who or what you're clearing room for]

Using these Right-Sizing moves, Later, Smaller, Someone else, Good-enough, Not today, Set up once, and Put Capacity back, give me one idea per move, only where a realistic one exists. Skip any move that doesn't fit my situation. Keep each idea to one sentence.

Never lower a safety, legal, or care standard; if a standard can't move, work on what surrounds it. Don't suggest trying harder, getting more efficient, or quitting. If anything touches my health, suggest I check with my clinician instead of advising me. Plain and brief, no pep talk.

Then pick the one idea you'd try first and say why in one sentence. If it means telling someone, write me the message.

BEFORE YOU PASTE

- Leave out names, your employer, and health details you wouldn't want stored.
- The ideas are a starting list, not advice. Your clinician still reads your body better than any tool.
- Fill in only the one item that's pressing hardest. One map item, or one hard day.

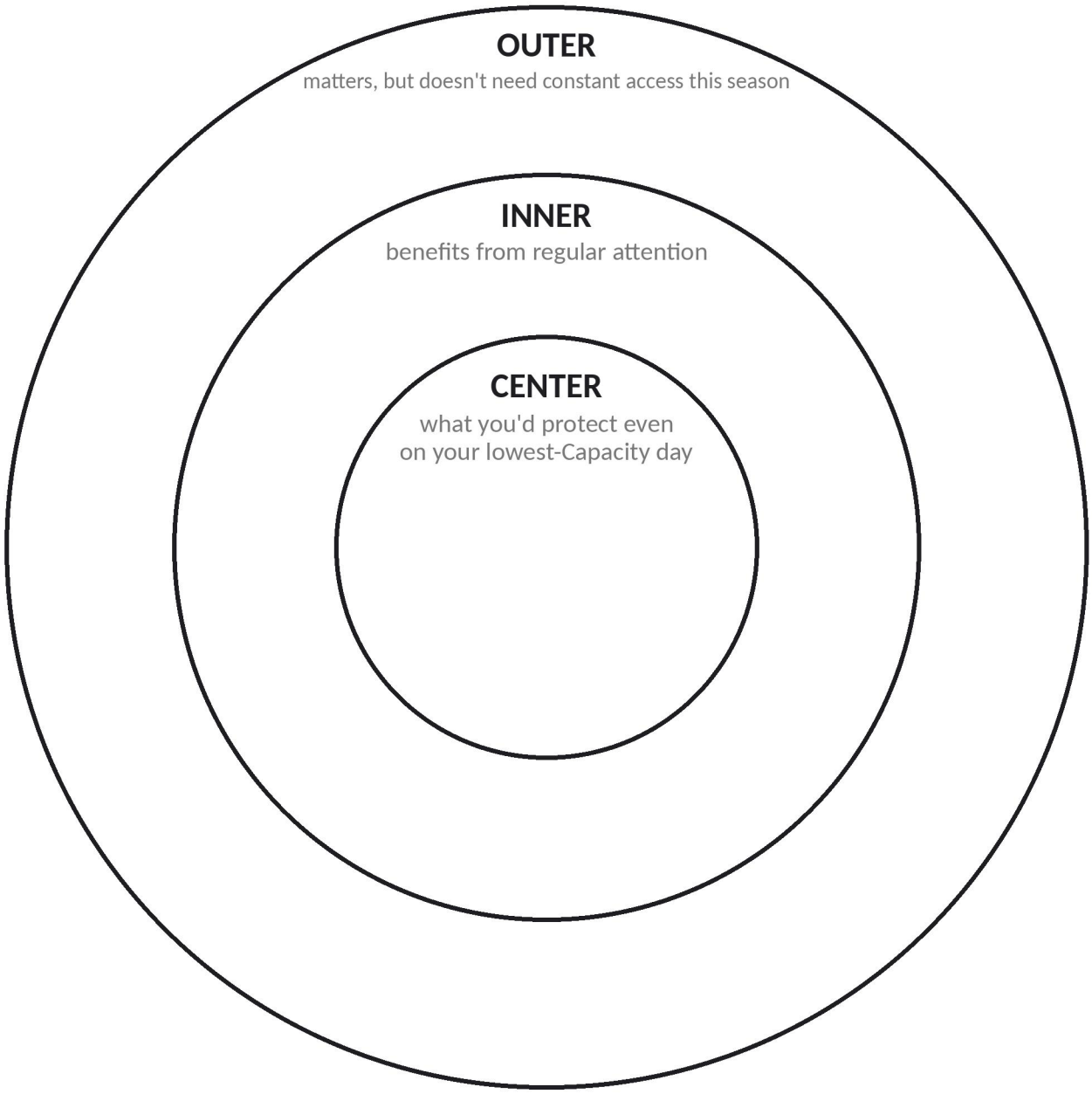
Pick one idea. That's enough.

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MY ACCESS MAP

Choose five to seven categories: people, commitments, practices, information streams.
Dot it there, X where it belongs, a dashed line between. Some move inward, some outward. Both count.

The center: what you'd protect on your lowest-Capacity day. It seeds your Reduced-Capacity Plan.



like this: ● now — — — — — — ✕ where it belongs

Moves look like: do-not-disturb hours · alerts off for the outer ring · email at set times · one person who can always reach you.

RIGHT-SIZING MOVE *one is enough* _____ **when:** _____

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REDUCED-CAPACITY PLAN

Chapter 17

Build it on a better day. Run it when the moves aren't enough.

No plan yet? Two lines: what can't be missed, what can wait.

Runs until you can think again. Then step back up: section 4.

THE FIRST MOVES *when you pull the alarm, in order*

1. Stop adding what I can choose. Work I can't turn down goes in section 2.
2. Open this page and follow it.
3. *my own first move:* _____

1 WHEN I PULL THE ALARM

My line, in words a tired me can't argue with.

I pull the alarm when _____

defaults: the moves stop closing the gap · something that must continue slips · conditions crash

My early signs · when one shows up, I check my line

catch-up days · irritability · slipping details · sleep that stops restoring me

_____ _____ _____

If these keep repeating, they're worth mentioning to your clinician too. Not because something is wrong: because they can see what a worksheet can't.

2 WHAT MUST CONTINUE

Start from your Access Map's center.

Must continue

Access Map center · dependents · the covered shift

what continues	*reduced standard*

Protecting on purpose

family dinner · the 1:1s · a real lunch

what continues	*reduced standard*

The standard can drop. The seat stays.

3 WHAT WILL WAIT, BE SHARED, OR BE CUT

W wait · S share · C cut: three of the moves.

Defaults in effect

- ☐ no new commitment I can turn down
- ☐ default answer: not now
- ☐ auto-reply on · work email stops at _____

Waiting, shared, or cut

inbox · meetings · laundry · social · committees · perfection

what	W	S	C
_____	Ⓦ	Ⓢ	Ⓒ
when · who takes it · who to tell _____			
_____	Ⓦ	Ⓢ	Ⓒ
when · who takes it · who to tell _____			
_____	Ⓦ	Ⓢ	Ⓒ
when · who takes it · who to tell _____			
_____	Ⓦ	Ⓢ	Ⓒ
when · who takes it · who to tell _____			

authorized to decide without me, and what

_____

4 STEPPING BACK UP

When I can think again: look at what led here, change what I can, then one thing at a time.

first thing back: _____ *then:* _____

Heads-up, only if someone's expectations change

home "I'm running with less Capacity than usual. I'm keeping _____ going, and _____ will wait. I'll let you know when that changes."

work, if safe "_____ is covered by _____ . Could you take _____ ?"

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FLOOR, ENOUGH, AND STRETCH

Bonus chapter

Money, once a year: three tiers of need. Fill in yours, and watch the trap: Stretch quietly becoming the new Floor.

A read on what you've come to expect.

FLOOR

what must be true for the lights to stay on.

housing · utilities · food · minimum payments · the true non-negotiables

_____

_____

_____

roughly, a month: $ _____

ENOUGH

stability plus breathing room.

the Floor, plus a cushion: repairs handled, bills unfeared, a few modest regular joys

_____

_____

_____

roughly, a month: $ _____

STRETCH

everything beyond Enough.

upgrades · extras · the bigger goals, chosen on purpose

_____

_____

_____

roughly, a month: $ _____

the trap, this year: what moved from Stretch to Floor without a decision?

_____

last year's Enough: $ _____ this year's Floor: $ _____ *second bigger than first? that's the trap*

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