

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.

**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.

Print and share freely for personal or team use. Please keep it whole and unaltered, with attribution.
Not for resale or commercial training use without permission.

v6 · September 2026 · matches the published book



READ THIS FIRST

Chapter 6 • Quick Reference

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

Put the two numbers side by side. If Load lands past Capacity, the difference is the gap, and the gap is Bad Math. Answer in one word: Fits (covers the plan, with margin), Tight (fits, no margin), or Doesn't Fit. The next page reads the scales.



RIGHT-SIZING • adjust the plan so the math works

Two levers. **Reduce the Load:** later, smaller, someone else, good-enough on purpose, not today, set up once so it stops asking. **Restore Capacity:** basic 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.

WHICH SHEET, WHEN

Daily Capacity Snapshot	the start of your day: two minutes, one word, then one to four changes if it doesn't fit
Right-Sizing Menu	when the day reads Doesn't Fit and you're out of ideas: the six moves by area, and the five Capacity inputs
STOP Check	before any new yes, or when a yes needs to change shape: the ask, then your answer
Reduced-Capacity Plan	built on a better day; run when the moves aren't enough, or a spike is coming
The Friday Ten Minutes	whatever day closes your week, ten minutes: the pattern, then a change
Pressure Map	a run of Tight days, the same friction, or no idea where to start: the one change that makes room for the rest
Access Map	a new season, a life change, or coming off the plan: what gets access to you, and how much
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.



READING THE SCALES

Both scales use the same unit: 100% is one full day of you. Readings, not measurements; 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.

Capacity comes in kinds: hours, attention, physical tolerance, room for other people. The one number rolls them together on purpose. If one kind is clearly short today, let it set the number.

TODAY'S LOAD • what the day is asking

Load doesn't stop at 100. If today's plan is more than one full day of you, call it what it is. 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	Less than a full day of you.
60%	Full	A whole ordinary day of you.
80%	Heavy	More than an ordinary day asks.
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 • one word

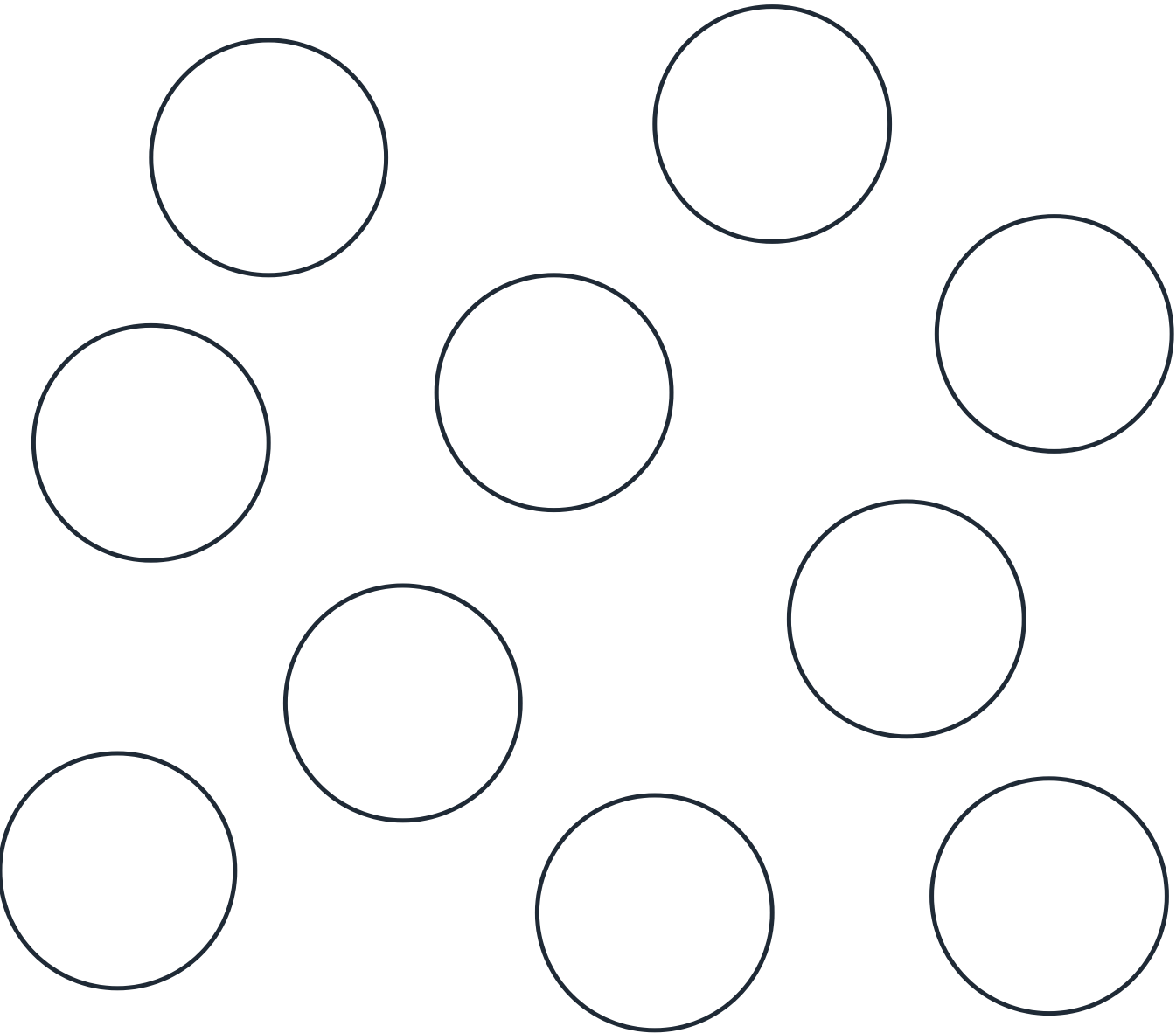
Fits	Capacity covers the plan, with margin. Good. Go live your day.
Tight	It technically fits, but there's no margin. One surprise could tip it. You're done for today; the Friday Ten Minutes watches for a run of Tight.
Doesn't Fit	The day is asking more than you have. Bad Math, visible before it happens. Keep going: one to four changes, and the Menu if you're out of ideas.

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.



MY PRESSURE MAP

- 1 • Dump and circle.** *Three questions fill it: What's been hardest lately? What else is weighing on you? What do you just put up with?*
A few words per circle, on what's happening, not who. Work after hours, poor sleep, the morning scramble. The circles are a start; add your own.
- 2 • Draw arrows the way pressure flows.** *From what creates it to what feels it. Both ways if they feed each other; that's a loop. Messy is fine.*
- 3 • Find what pushes hardest.** *Count the arrows leaving each circle. It is often not the thing that felt loudest.*



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

The next one I can influence: _____

Make one move there. Don't solve it yet: if this changed, what might become easier downstream? Treat the map as a hypothesis to test.



DAILY CAPACITY SNAPSHOT

Does today's plan fit what I actually have?

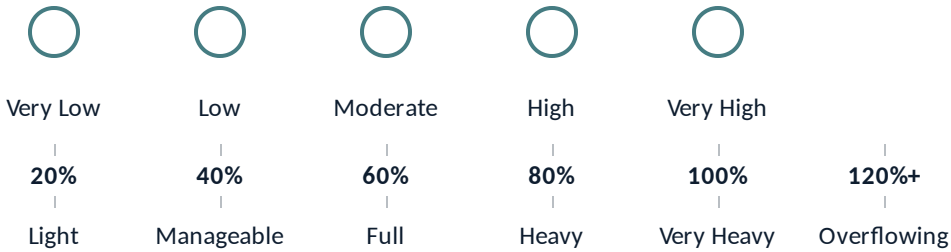
DATE ____ / ____ / ____
M T W TH F SA SU
Chapter 12

READ THE MATH

no decimals, no spreadsheet

A • My Capacity

what I actually have today
check one



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 • Answer in one word

☐

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	_____	_____



RIGHT-SIZING MENU

Chapters 6 and 18

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

Ideas, not a regimen. 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 on purpose, not today, set up once

Work and Money	☐ show the queue, then ask what moves ☐ send the one-page version, not the full report	☐ skip meetings where I'm audience, not owner ☐ _____
Home and Logistics	☐ order dinner; takeout at the table counts ☐ move the grocery run, or set a standing order	☐ post the routine; the family runs it ☐ _____
Relationships and Care	☐ hand off the whole errand, not half ☐ decline for this week, not for good	☐ send the prepared sentence, not a paragraph ☐ _____
Mind and Focus	☐ write down the Load you carry in your head ☐ mute every alert that doesn't need action today	☐ check email in windows, not all day ☐ _____
Body and Health	☐ take the walk instead of the workout ☐ lower the standard on purpose, this week	☐ start no new routine 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 ☐ decide at noon: bed by nine	☐ eat a real meal, sitting down ☐ _____
Real Support	☐ accept the help that's offered ☐ ask one person for one specific thing	☐ pay for it: delivery, the cleaner. It counts ☐ _____
Protected Margin	☐ book a recovery block; keep it like a meeting ☐ schedule nothing after the hard thing	☐ put the buffer before the spike on the calendar ☐ _____
Restorative Attention	☐ take a minute of awe: the sky, the music, a view ☐ go outside: no phone, ten minutes	☐ give the center of the Access Map the hour ☐ _____
Supportive Systems	☐ set it up once: checklist, standing order ☐ pack the bag the night before	☐ log the workaround instead of being the patch ☐ _____

today, when _____ I will _____

this week _____



THE STOP CHECK

Chapter 13

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

the ask: _____



SCOPE

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

☐

TIMING

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

☐

OWNERSHIP

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

☐

PRIORITY

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

☐

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

Yes · Yes, but (here's what I'd move to fit it, or can the timeline move out?) · No, but (here's the piece I can take) · No

yes to _____ by _____ if this moves: _____

or no, and who can: _____

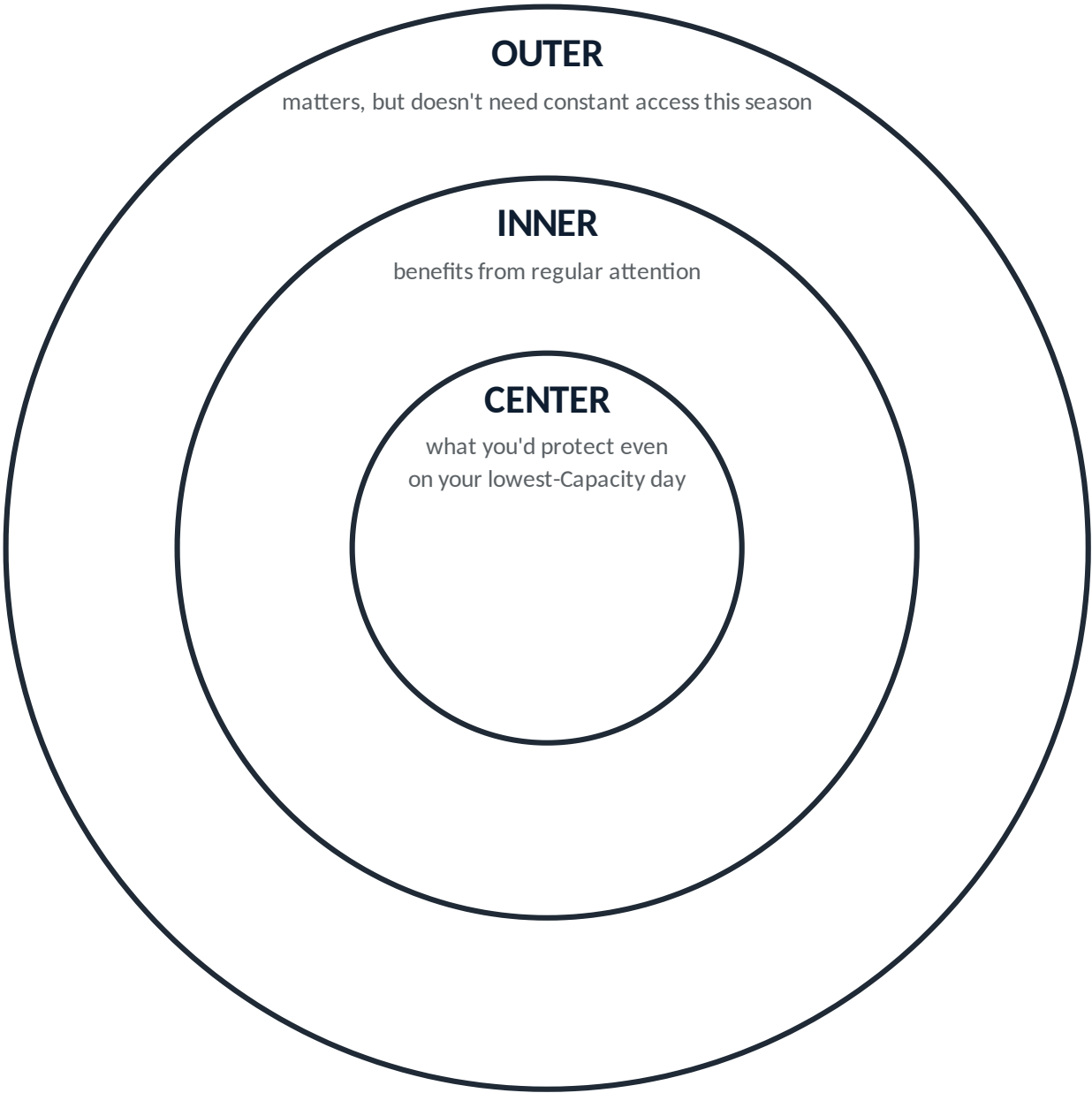
The real question is whether the yes fits, or how to make it fit.

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



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:** _____



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
	(W)	(S)	(C)
when · who takes it · who to tell			
	(W)	(S)	(C)
when · who takes it · who to tell			
	(W)	(S)	(C)
when · who takes it · who to tell			
	(W)	(S)	(C)
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 ?"

FLOOR, ENOUGH, AND STRETCH

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

Not a budget. 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



THE FRIDAY TEN MINUTES

WEEK OF ____ / ____
Chapter 12

A look back across the week's Daily Capacity Snapshots, whatever day closes your week. A reflection, not another tool.

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
---	---	---	----	---	----	----

How many days read Tight, and which ones? What did they share? _____

2 WHAT KEPT LOWERING MY CAPACITY?

The conditions, not the character. Poor sleep, pain, a hard conversation, back-to-back meetings that cost more than the work.

3 WHAT KEPT SHOWING UP AS LOAD?

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

Three weeks running? That's not a week problem anymore. It's a design problem.

4 DID I PULL THE ALARM?

If the Reduced-Capacity Plan ran this week: what tripped it, and what did it protect? If it nearly ran: what held?

5 DID ANYTHING THAT MUST CONTINUE SLIP?

The non-negotiables from your plan, and your Access Map's center: did any give way this week?

6 WHAT CHANGES NEXT WEEK

Decide it now, while the pattern is still visible. One or two is plenty. A run of Tight days, or the same friction every time it ran: that's the Pressure Map's job, not another push.

next week, when _____ I will _____

