

CAPACITY INVENTORY

Plan against today, not the ideal week. Maps what you actually have available right now: energy, focus, patience, so plans get built against reality instead of the week you keep scheduling for.

01 // WHAT THIS IS

STOCK-TAKE BEFORE PLANNING

This worksheet takes stock of what's actually available today, across a few specific categories, before any planning happens.

02 // HOW TO USE IT

- 1. Fill it out early.** Ideally in the morning, before the day has a chance to talk you out of an honest answer.
- 2. Rate each category separately.** Energy, focus, and patience don't move together. You can be low on one and fine on another.
- 3. Compare it to your task list.** Look at what's planned for today against what you've just mapped, and notice the mismatches.
- 4. Adjust the day, not just the feeling.** If capacity is low, that's information to act on: move something, drop something, or lower the bar.

03 // WHEN TO USE IT

A NOTE BEFORE YOU START

This works best as a quick morning check-in, not a mood diagnosis. Built for chronic illness, burnout, and ADHD, where capacity varies more than a calendar accounts for. This supports daily planning; it isn't a substitute for working with a licensed clinician.

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CAPACITY INVENTORY

DATE

TIME CHECKED

01 // WHAT IS ACTUALLY AVAILABLE

Energy

Physical capacity available today.
Rate 0-10.

0	1	2	3	4	5	6	7	8	9	10
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What's feeding this

Focus

Cognitive bandwidth available today.
Rate 0-10.

0	1	2	3	4	5	6	7	8	9	10
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What's feeding this

Patience

Emotional and interpersonal capacity available today. Rate 0-10.

0	1	2	3	4	5	6	7	8	9	10
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What's feeding this

02 // ADJUST THE DAY

Keep

What stays on the plan as is.

Move / Drop

What gets pushed or cut today.

Lower the Bar

What still happens, at a smaller size.
