Audit Your Load —

Bring your Hidden Load Inventory. Sort each demand into one of the four boxes. You're not fixing everything today. You're looking for one thing to set down.

Keep

Matters to me and is worth what it costs.

Shrink

Could be smaller, simpler or less often.

Share

Someone else could carry part of this.

Set down

I could stop, pause or say no to this for now.

The one thing I'm setting down this week: _____

What I'll do with the energy I get back: _____

If guilt shows up, I'll remind myself: _____