

# CAPACITY CHECK WORKSHEET

**PAUSE BEFORE YOU SAY YES**

**THIS WORKSHEET HELPS YOU RESPOND FROM HONESTY, NOT PRESSURE.**

## STEP 1: THE PAUSE

BEFORE RESPONDING, TAKE ONE SLOW BREATH IN AND OUT.

WHAT IS BEING ASKED OF ME?

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## STEP 2: CAPACITY SCAN

CIRCLE THE ANSWER THAT FEELS MOST TRUE RIGHT NOW (NOT ON A "GOOD DAY")

MY CURRENT ENERGY LEVEL FEELS LIKE:

☐ FULL ☐ MODERATE ☐ LOW ☐ EMPTY

MY STRESS LEVEL TODAY IS:

☐ LOW ☐ MEDIUM ☐ HIGH

IF I SAY YES, THE COST TO ME WOULD BE:

☐ SMALL ☐ MANAGEABLE ☐ HEAVY ☐ UNSUSTAINABLE

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## STEP 3: REALITY CHECK

ANSWER HONESTLY:

WILL THIS PULL ENERGY FROM SOMETHING ESSENTIAL (SLEEP, HEALTH, WORK QUALITY, EMOTIONAL STABILITY)?

☐ YES ☐ NO

AM I CONSIDERING SAYING YES TO AVOID GUILT, CONFLICT, OR DISAPPOINTMENT?

☐ YES ☐ NO

IF YOU CHECKED YES TO EITHER → THIS IS A BOUNDARY MOMENT.

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## STEP 4: CHOOSE A CAPACITY-BASED RESPONSE

SELECT ONE SCRIPT. DO NOT ADD EXPLANATIONS.

☐ "I'M NOT ABLE TO TAKE THAT ON RIGHT NOW."

☐ "THAT DOESN'T WORK FOR ME."

☐ "I NEED TO THINK ABOUT IT AND GET BACK TO YOU."

(WRITE IT OUT ONCE TO ANCHOR IT.)

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# CAPACITY CHECK WORKSHEET

## STEP 5: BODY CHECK (AFTER THE BOUNDARY)

NOTICE, NOT JUDGE, WHAT SHOWS UP.

IN MY BODY, I NOTICE:

☐ RELIEF   ☐ GUILT   ☐ TENSION   ☐ CALM   ☐ ANXIETY

REMINDER: GUILT DOES NOT MEAN YOU MADE THE WRONG CHOICE.

IT OFTEN MEANS YOU MADE A NEW ONE.

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### SAYING YES HERE WOULD HAVE COST ME:

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### SAYING NO PROTECTS:

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MY CURRENT CAPACITY \_\_\_\_\_ /10