



A FREE WORKSHEET FOR WOMEN IN LEADERSHIP

The Capacity Leak Audit

Find the one thing quietly draining you — and the small, aligned shift that starts to plug it.

A companion to the talk *"You're Enough — and Capable of More"* · About 15 minutes

If you're running on fumes and still showing up — you're not failing.

That's not a personal shortcoming. It's a capacity problem —you've been spending energy faster than you replenish it. And here's what the busiest leaders forget: **capacity is rechargeable.**

Nearly every capacity leak traces back to one of **eight everyday foundations** — sleep,

nutrition, movement, relationships, faith, emotional wellness, mental health, and stress. In

about 15 minutes, this worksheet helps you find which one is costing you the most, and take

one small step to close it — built around your values, not your willpower.

HOW TO USE THIS

Be honest.

No one sees this but you.

The truth is the useful part.

Start small.

We're finding one leak —

not overhauling your life.

Keep it.

Print it, or fill it in and revisit in a week.



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PART 1 • THE EIGHT FOUNDATIONS

Where is your energy really going?

Rate each foundation on how well it's fueling you **right now**— 1 dot (running on empty) to 5 (thriving). Go with your gut.



Sleep

Am I rested enough to think clearly and stay patient?

○ ○ ○ ○ ○ empty → thriving



Nutrition

Is what I eat steadying my energy and my decisions?

○ ○ ○ ○ ○ empty → thriving



Movement

Is my body getting to move joyfully, not just carry me around?

○ ○ ○ ○ ○ empty → thriving



Relationships

Who refills me — and am I actually making time for them?

○ ○ ○ ○ ○ empty → thriving



Faith & Spirit

Am I connected to something bigger than the to-do list?

○ ○ ○ ○ ○ empty → thriving



Emotional Wellness

Do I have room to feel and process what I carry?

○ ○ ○ ○ ○ empty → thriving



Mental Health

Is my mind steady, or stretched thin and foggy?

○ ○ ○ ○ ○ empty → thriving



Stress & Recovery

Do I actually come down, or stay switched on all day?

○ ○ ○ ○ ○ empty → thriving



Circle the one foundation that, if you strengthened it, would change the most about how you show up.
My focus foundation _____



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How this shows up in your leadership

Take your focus foundation into these questions—this is where an everyday habit meets how you actually lead. Write whatever comes up.

- 1 When this foundation runs low, how does it show up in how you lead — your patience, your focus, your presence, the quality of your decisions?

- 2 This one has been hard to prioritize. What's kept it that way — what is the current pattern protecting, or what need is it quietly meeting?

- 3 If this foundation were solid, what would change in how you show up — for your team, your patients, clients, and the people waiting for you at home?



Aligned, not disciplined

Strengthening this foundation isn't about willpower — it's about alignment. Habits stick when they express who you already are. When you're at your **best**, who are you being? And what **value** would caring for this foundation honor — presence, energy, longevity, faith, showing up fully for your team or your family?

The foundation this honors: _____



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PART 3 · YOUR ONE ALIGNED MOVE

Small enough to survive a 12-hour day

Pick **one** way to strengthen your focus foundation this week. Choose the approach that fits — then make it tiny and specific.

Stack it

Attach it to something already in your day — rounds, the commute, the charting block.

Two-minute floor

Shrink it so small it survives a bad day. Water before coffee. Lights out 10 min earlier.

Anchor to a value

Tie it to who you're being, not what you "should" do. Identity beats discipline.

WRITE YOUR ONE MOVE

This week, when I _____ (an anchor already in my day), I will _____, because it honors _____.

Your 5-day recharge check

Did you do your one move? Mark it, and note your energy in a word (foggy, steady, sharp...).

Mon



Tue



Wed



Thu



Fri



At the end of the week — what did you notice?



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You just did the first piece of the work we'd do together.

Finding the leak is the easy part. Sustaining the change— when it's tangled up in a packed schedule, old stories about self-care being selfish, and no one holding the thread with you — is where most good intentions quietly stall.

That's exactly what I help leaders do: build value-aligned health habits that fit real days, so you feel aligned, energized, and genuinely connected to your success — instead of drained by it.

- ✓ A plan built around your values and your actual calendar
- ✓ Habits that stick because they fit who you are
- ✓ Someone in your corner between the good intentions
- ✓ The energy and clarity to step into bigger leadership

Curious what that looks like for you?

Let's have a relaxed, no-pressure conversation about your focus foundation and one path to strengthen it.

[Book your free Recharge Call →](#)

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You're enough as you are. And there's more in you — recharge the Body, Soul and Spirit, and you expand what you're capable of leading.



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