



On My Plate

Step 1: - What's Actually on Your Plate? Brain Dump

List **everything** that's weighing on your mind right now, personal or professional, big or small.

Step 2: - SORT IT OUT

Now that you've written down everything that's on your mind, it's time to sort each item into one of three categories.

This step helps you see what matters, where you can ask for support, and what doesn't need to take up space right now.

Do It

Important & Doable

Delegate It

**Still Important, but not
your job alone.**

Let It Go

Not important right now

Step 3: - Reflect & Reset

What surprised you as you sorted your list?



What's one small shift you're committed to this week?



How do you want to feel at the end of this week?



Want more clarity tools like this?

**You're not alone in feeling the weight of your work.
I send out coaching tools like this to help teachers
reset, reflect, and reconnect with their purpose.**

Send me an email if you want to connect!

