

YOUR CAPACITY PATTERNS

7-Day Tracker

Instructions: Track your capacity daily for one week. Notice patterns. Make one micro-adjustment based on what you learn.

Capacity Scale: 1-3 = Depleted | 4-6 = Functioning but strained | 7-10 = Resourced and present

Day	Morning Capacity (1-10)	What Drained It Today	What Restored It	Evening Capacity (1-10)	Tomorrow's Micro-Adjustment
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

REFLECTION QUESTIONS

After one week, ask yourself:

1. What patterns do I notice?

(e.g., capacity drops every Wednesday; restored by movement; drained by back-to-back meetings)

2. What's one thing I can protect or prioritize next week?

(Be specific: "15-minute walk at lunch" not "take better care of myself")

3. What am I learning about my capacity needs?

KEY INSIGHT

You can't manage what you don't measure.

Most leaders run on autopilot until they collapse. This tracker builds the awareness that prevents burnout.

Capacity isn't about doing more. It's about knowing your threshold and honoring it.

COMMON CAPACITY DRAINS:

- Back-to-back meetings with no transition time
- Unresolved conflict or tension
- Poor sleep or irregular eating
- Lack of movement or time outside
- Overcommitment without recovery time
- Disconnection from people who matter

COMMON CAPACITY RESTORERS:

- Movement (even 5 minutes)
- Genuine connection
- Time in nature
- Eating mindfully
- Setting one boundary
- Completing something
- Conscious breathing

Dr. Samantha Kinkaid, PhD

Emotional Intelligence | Trauma-Informed Leadership | Resilience & Capacity Building

www.samanthakinkaid.com

drsamanthakinkaid@gmail.com | 406-304-5446