

Welcome to your Capacity Check in

Why This Matters

You're not overwhelmed because you're weak.

You're overwhelmed because you're overextended.

This check-in will help you realign your capacity with your calling—because when everything matters, nothing gets done.

Use this tracker weekly, monthly, or whenever you feel yourself drifting into exhaustion. It's your personal check engine light.

Capacity Check-In Tracker

Stop carrying what you were never meant to hold. Start structuring for what you're called to build.

Understanding Capacity

Before you can build big, you must stretch deep.

Capacity isn't just about how much you can do -

It's about how much you can *carry*, what God can *entrust* to you, and how deeply you've been *prepared* for what's ahead.

God never brings expansion without first preparing the vessel.

And that preparation begins with capacity building.

At Busy Girl, we teach that capacity is the invisible foundation of dominion —

Because without capacity, purpose becomes pressure.

And calling turns into chaos.

Capacity is your ability to:

- Receive vision
- Respond with wisdom
- Hold momentum without crumbling
- And steward what you prayed for without burning out

Scripture puts it plainly:

"If you fall to pieces in a time of crisis, there wasn't much to you in the first place."

- Proverbs 24:10, MSG

That's why we build capacity first — before the platform, before the product, before the public push.

Because your assignment isn't light — and neither is your future.

And here's the truth:

Productivity is the key to prosperity,

But you cannot produce at any sustainable level without addressing your capacity.

This tracker isn't just a worksheet — it's a mirror and a map.

It will show you where to release, where to recover, and where to rise.

Let's build the internal bandwidth to hold what heaven is ready to pour out.

Your next level depends on it.

List the areas, people, commitments, or routines that currently drain you.

Use the scale to rate how much energy it's costing you.

Drain Point	Type (Task/Person/Patter n)	How Often	Energy Cost (1–5)	Can You Release/Restructur e?
e.g. Last-minute work calls	Task	Daily	5	Yes → set boundaries

PAGE 3: What's Underutilized?

Now identify areas of your life that you're neglecting—but that actually give you life or build your future.

Underused Area	Why It Matters	When Can You Make Room?	Small Action Step This Week
e.g. Writing time	Builds my business vision	Saturday morning	1-hour writing block

What Needs to Be Delegated, Delayed, or Deleted?

Use this simple 3-column reflection tool:

Delegate	Delay	Delete
What can someone else handle?	What can wait until next month?	What's no longer aligned at all?



Where Am I Now, and What Needs to Shift?

- 1. Where am I functioning from survival instead of strategy?
- 2. What has been consuming too much energy without producing fruit?
- 3. What area of my life am I under-investing in that I actually value?
- 4. What do I need to let go of—even emotionally—to make room for growth?
- 5. Where do I need help, and what's holding me back from asking for it?

"You don't have to carry it all to be strong. You just have to carry what's yours." — Tamara Marcella

