✨ Serenity in the Hustle Worksheets

🌸 Worksheet 1: Stress Reset Toolkit

✨ When stress hits, you need a quick tool to calm your body and mind. These are short, do-anywhere resets you can rely on:

- **Box Breath (4-4-4-4):** Inhale 4, hold 4, exhale 4, hold 4.
- **Drop & Roll:** Relax shoulders, unclench your jaw, roll 3 times.
- **5–4–3–2–1 Grounding:** Name 5 things you see, 4 you feel, 3 you hear, 2 you smell, 1 slow breath.
- **60-Second Hand Massage:** Circles in the palm to send "calm" to your nervous system.

💖 My go-to Calm Tool is: _____

🌸 Worksheet 2: Time Triage

✨ Time management isn't about doing everything — it's about choosing what matters. Try the **Rule of 3**:

- Write down your **3 wins for today.**
- Everything else is a bonus.

💖 Today's 3 Wins:

1. _____
2. _____
3. _____

🌸 Worksheet 3: Boundaries You Can Say Out Loud

✨ Stress often comes from saying *yes* too much. Boundaries protect your peace. Use these sample scripts:

- **Delay without guilt:** "I can't give this the focus it deserves today. I can look at it Friday."
- **Redirect:** "I'm not the best fit — Sam can help with this."
- **Yes, with limits:** "Happy to help for 15 minutes between 2–3 pm."

💖 Script I'll try this week: _____

⭐ Where I'll use it: _____

🌸 Worksheet 4: Energy-Smart Plan

✨ Time management works better when you honor your **energy**. A few easy tweaks:

- Do your hardest work when your energy is highest.
- Batch small tasks (emails, errands, calls).
- Take 15-minute focus sprints + 2-minute breaks.
- Silence unneeded notifications.

💖 My Energy-Smart tweak: _____

🌸 Worksheet 5: Tiny Systems = Big Calm

✨ Systems save stress. A few you can start:

- **Email 5 Ds:** Delete, Delegate, Do, Defer, Designate.
- **Weekly Reset:** Review calendar, set 3 wins, prep groceries/clothes.
- **Default to 25-minute meetings.**
- **Checklists once, reuse forever:** Morning routine, packing list, errands.

💖 My Tiny System to try: _____

🌸 Worksheet 6: My 24-Hour Plan

✨ Serenity comes from small, consistent moves. For the next 24 hours, lock in:

1. Your Calm Tool
2. Your Time Tactic
3. Your Boundary Script

💖 Calm Tool: _____
⭐ Time Tactic: _____
🌸 Boundary Script: _____