

# Mental Offload Worksheet

A tool for getting racing thoughts out of your head  
and onto paper so they feel less tangled.



# When Your Head Feels Full

After a shift, your brain doesn't always get the memo that it's time to stand down. It keeps running, tracking details from calls, replaying conversations, cycling through unfinished tasks, and loading up tomorrow's responsibilities before today is even over.

That's not a flaw. That's a mind that's been trained to stay alert. But carrying all of it home without setting it down somewhere means your off-hours never fully belong to you.

## Unfinished Calls

Reports, follow-ups, and situations that didn't fully resolve on shift.

## Worries & What-Ifs

Things that went sideways or could have, still looping in the background.

## Tomorrow's Load

Upcoming shifts, obligations, and responsibilities already crowding in.

This worksheet gives you a place to put all of it, not to fix it, just to get it out of your head and onto paper where it takes up less space.

# Empty the Mental Load

Before you sort or decide anything, just get it out. Write fast, skip punctuation, don't edit yourself. There's no right way to do this part. These prompts are starting points. Follow whatever surfaces.

## What keeps popping up?

The thought that won't let you get more than thirty seconds of quiet. Write it down even if it seems small or doesn't make sense yet.

## What feels unfinished?

Calls, paperwork, conversations, or situations that feel like they're still open in your mind, even if you're off the clock.

## What are you trying not to forget?

Things you're holding in your head so they don't slip, tasks, appointments, follow-throughs. Get them on paper so your brain can let go.

## What feels heavy or unresolved?

Anything that's sitting on your chest, situations, relationships, calls that stuck with you. You don't have to explain why. Just name it.

# Sort What You Wrote Down

Look back at what you wrote. Now give each item a home, not to solve it, just to put it somewhere so it's not all tangled together in the same pile in your head.

## Handle Soon

Things that genuinely need action within the next day or two. Keep this list honest and short. If everything is urgent, nothing is.

- Needs a follow-up call or report
- A conversation that can't wait
- A deadline or commitment coming up


## Can Wait

Real, but not right now. These items get a slot, just not tonight. Writing them down means you don't have to keep holding them mentally.

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## Not Mine to Carry Tonight

Outcomes you can't change, other people's problems, situations that are above your pay grade or out of your hands. These belong in a different column, or off the page entirely.

 If something doesn't clearly fit any category, put it in "Can Wait." Uncertainty doesn't mean urgency.

# Pick One Next Step

You've emptied the pile and sorted it. Now, just one thing. Not a plan, not a to-do list. One small, concrete step that would make tomorrow morning feel a little more manageable. If nothing comes to mind, that's fine too. "Rest" counts.



**What actually needs action?**

From your "Handle Soon" column, is there one item that truly can't wait? Identify it by name. Don't list three. One.



**What is one small step?**

Not the whole solution, just the first move. Send a text. Set a reminder. Write two lines in a report. Small and done beats big and avoided.



**What can be left alone for now?**

Name the things you are consciously choosing not to act on tonight. Choosing to leave something is different from ignoring it. You're deciding, not avoiding.

# Set It Down for Tonight

For now, I am putting down...

Write it out. Whatever is still sitting in your chest, give it a name on paper. You don't have to resolve it. You just have to put it somewhere that isn't your head.

I can come back to this when I have more capacity.

## Closing Reminder

Getting it out of your head does not solve everything. It just gives your mind less to hold at once.

That's the whole point of this tool. Not a cure, not a fix, just a little more room to breathe before tomorrow's shift. You did the work today. Give yourself permission to set it down tonight.

