

Assess + De-Stress: A Guide to Clarity and Action

CHECKLIST AND ACTION PLAN

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Stress can build up in ways we don't always recognize, affecting our mental, emotional, spiritual, and physical well-being. This guide will help you identify hidden stressors in your life and provide actionable steps to reduce their impact. By tracking patterns and making small shifts, you can take control of your stress and create a more balanced life.

Section 1

Self-Assessment Quiz: Identify Your Stressors

Answer the following questions to uncover the key areas where stress is affecting you			
the most.	Yes	No	
Do you often feel mentally exhausted even after a full night's sleep?	\bigcirc	\bigcirc	
Do you experience physical symptoms such as headaches, muscle tension, or digestive issues?	\bigcirc	\bigcirc	
Are you easily irritated or find yourself overreacting to small inconveniences?	\bigcirc	\bigcirc	
Do you struggle with focusing or remembering important tasks?	\bigcirc	\bigcirc	
Is it difficult for you to say "no" to additional responsibilities, even when overwhelmed?	\bigcirc	\bigcirc	
Do you feel emotionally drained after interactions with certain people?	\bigcirc	\bigcirc	
Does your environment feel chaotic, cluttered, or overstimulating?	\bigcirc	\bigcirc	
Do you frequently turn to unhealthy coping mechanisms (e.g., overeating, excessive screen time, avoidance)?	\bigcirc	\bigcirc	



If you answered "yes" to three or more of these questions, stress is likely impacting your daily life. Move to the next section for actionable steps to help manage stress.

Section 2

Actionable Steps to Reduce Stress

Heart

- Identify energy-draining relationships and set healthy boundaries.
- Practice clear and assertive communication to reduce interpersonal stress.
- Use journaling or mindfulness to process emotions and create emotional balance.

Mind

- Simplify your task list by focusing on top priorities each day.
- Implement small, structured habits to maintain clarity and reduce decision fatigue.
- Take breaks between work or learning sessions to maintain focus and prevent burnout.

Body

- Prioritize movement through gentle stretching, walking, or mindful exercise.
- Create a sleep routine that promotes deep rest + recovery.
- Use stress resilience techniques like deep breathing, progressive muscle relaxation, or hydration reminders.

Soul

- Dedicate time for personal reflection + spiritual connection, whether through meditation, prayer, or time in nature.
- Integrate joyful activities into your day—reading, creative hobbies, or simple play.
- Set intentional time for rest and unplug from digital distractions when needed.

Reflection

Which one of these areas feels most challenging right now?

What step is the most attractive today?

Section 3

Daily Stress Journal Template

Taking the time to check-in with yourself at specific parts of the day allows you to identify which kind of action will support you in reducing stress. This template is a suggestion of two times during the day, but you are invited to increase the times and number of pauses that you take - this is YOUR practice!



HOW DO YOU FEEL AS YOU START THE DAY? (ENERGIZED, NEUTRAL, OVERWHELMED?)

WHAT'S ONE THING YOU CAN DO TO SUPPORT YOURSELF TODAY?

ARE THERE ANY ADDITIONAL RESOURCES YOU NEED TODAY?



Evening Reflection	
WHAT WAS THE MOST STRESSFUL PART OF YOUR DAY?	
HOW DID YOU RESPOND TO THE STRESSOR?	
WHAT COULD YOU DO DIFFERENTLY NEXT TIME?	
ONE THING YOU'RE GRATEFUL FOR TODAY:	

Congratulations!

You took the first step toward less stress and more clarity! You now have a tool to create space for more ease, balance, and relief - and you now know you can do it - **one small shift at a time**.

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Next Steps . . .

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