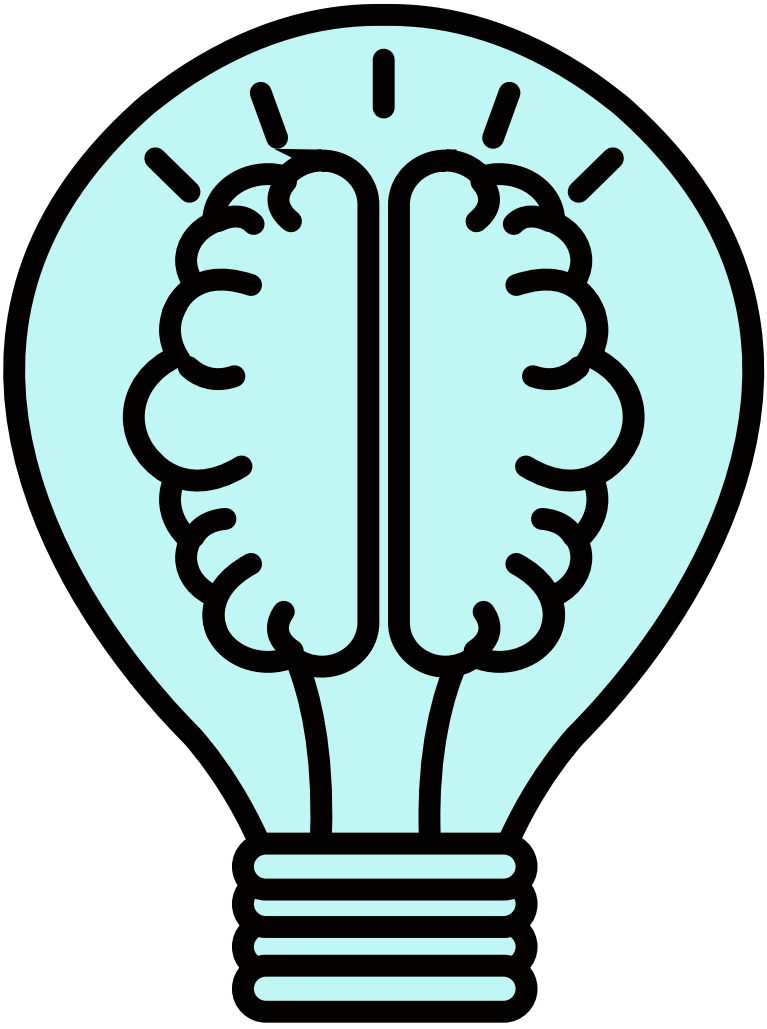


Organize Your Mind, Empower Your Work

A CLARITY + CAPACITY TOOLKIT

by Renae M. Dupuis

Hello Amazing Human,

If your mind feels full but fuzzy… if you're holding dozens of ideas, responsibilities, or what-ifs and can't figure out where to begin — you're not broken. You're just full.'

This isn't a productivity planner. It's a soft space to sort your mind, re-anchor to what matters, and build support around how you best work and grow — not how the world tells you to.

Let's organize what's inside, so your outer world can reflect more of your truth.

I'm glad you took this step - and I'm cheering you on!
Renae M. Dupuis

Section 1: Clear the Clutter (Mental Reset)

What's taking up space in your mind right now?
[Brain dump zone: use the space below]

Softly Sort Your Thoughts

Use the guide below to gently categorize your thoughts into the table

- **Aligned**
- **Delay/Delegate**
- **Release**

Thought Sorting Table

Your Thought	Aligned	Delay/ Delegate	Release

Belief Check-in

What belief are you carrying that no longer serves you?

What new belief are you open to exploring this month?

Section 2: Growth From Where You Are

What do I want to learn, deepen, or reconnect with this month?
(This could be a skill, a system, a practice, or something soulful)

Desire/Curiosity	Why Now?

Support Structure Reflection

What kind of energy do I need to learn well?

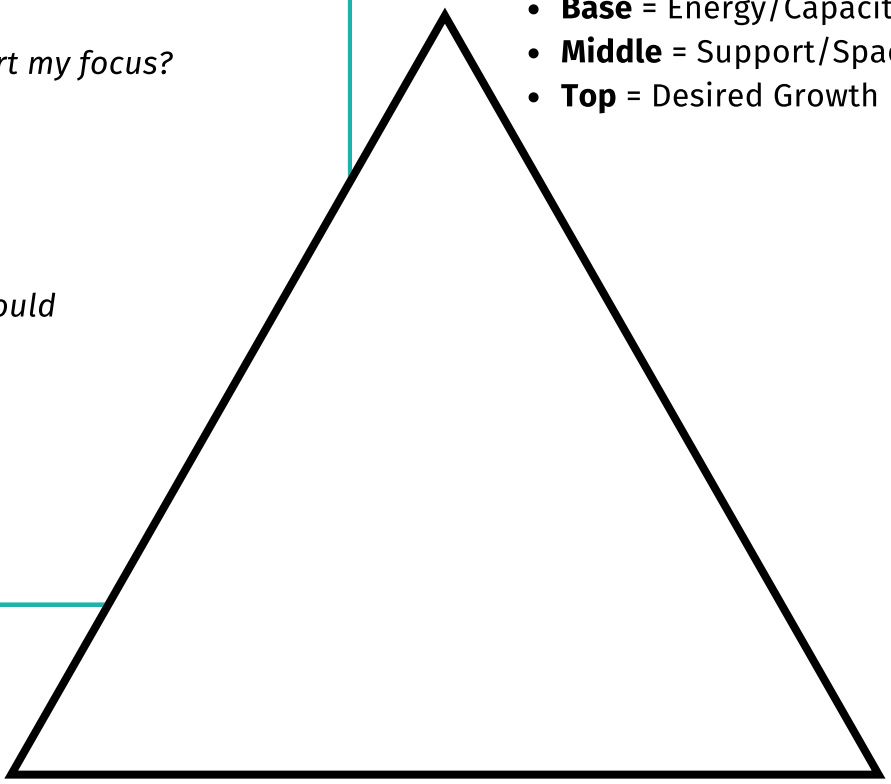
What conditions support my focus?

What small supports would make this easier?

Your Growth Triangle

Fill in the triangle sections with what is needed and available

- **Base** = Energy/Capacity
- **Middle** = Support/Space
- **Top** = Desired Growth



Section 3: Mental Rhythm & Redefining Success

When does my mind feel most clear?

When do I feel most overwhelmed?

Your Mental Week Map

Mark your ideal times for rest, learning, connecting, and creating.

Day	Focus	Energy Level	Notes

Redefining Success This Month:

Please complete these statements to set your intentions.

Success feels like _____

A successful day means I _____

I know I'm in alignment when _____

Next Steps . . .

You've taken a powerful step — not toward "getting it all done," but toward getting clear on what truly matters.

If this process felt good, imagine doing it with consistent support, insight, and compassionate accountability.

Capacity Coaching is designed for heart-led humans ready to organize life from the inside out.

BOOK YOUR FREE CONSULTATION

The Truth of You Beta is where that clarity meets action. If you're craving structure that supports your truth, it might be your next step.

JOIN THE TRUTH OF YOU BETA INTEREST LIST

- or - if you want to begin with one of our memberships, we recommend...

The Pause Membership

$47/MONTH

Achieve a significant reduction in burnout and compassion fatigue, enhance self-care routines, improve emotional resilience, and build stronger connections with others. Everything in The Moment Membership, plus:

- Exclusive Tools
- Live Training Sessions
- Monthly Group Coaching with Renae
- and much, much more!

GET STARTED NOW