

# OVERCOMMITMENT TRACKER



How Identifying Overcommitment Can Help You Conserve Energy and Maintain Balance

Overcommitting can manifest in various ways and may lead to negative consequences if not addressed. Recognizing these signs is crucial to managing your commitments effectively and maintaining your well-being.

## Signs of Overcommitment

1. **Saying “yes” too often:** Agreeing to more tasks or responsibilities than you can handle.
2. **Taking on too much:** Overloading yourself with activities or obligations beyond your capacity.
3. **Not leaving time for rest:** Failing to allocate time for relaxation and self-care.

Over time, this can lead to:

- Exhaustion
- Overwhelm
- Burnout

Awareness helps you make better choices.

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## List Your Commitments

Write down everything you’ve committed to recently:

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## Track Each Commitment

Commitment	Time/Energy Required	How I Feel About It	Drains or Gives Energy?

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## Energy Check

After most days, I feel:

- Drained
- Overwhelmed
- Neutral
- Energized

What contributes most to this?

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## Overcommitment Patterns

Check what applies:

- I say yes when I want to say no
- I feel guilty declining requests
- I take on more than I can handle
- I don't consider my energy before committing
- I prioritize others over myself

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## Awareness Questions

- Which commitments feel most draining?
  - Which ones are truly necessary?
  - Which ones could be reduced, delayed, or removed?
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## **Reset Your Commitments**

- What can I say “no” to?
  - What can I delegate or limit?
  - What actually matters most?
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## **Boundary Practice**

One sentence I can use to protect my time:

