

# Time vs. *Headspace*

Some tasks take five minutes but stay on your mind all day. This worksheet helps you see what's really taking up room in your head, and why.

## Why does it stay on my mind?

**U**

**Unfinished**

It's started but not done.

**W**

**Waiting**

I'm waiting on someone or something.

**R**

**Remembering**

I have to keep it in mind.

**?**

**Uncertain**

I don't know how it will turn out.

**O**

**On call**

I need to stay reachable.

**List what's on your plate right now.** Fill in the dots for how much **time** each one actually takes and how much **headspace** it takes up (1 to 5), then circle why it stays with you.

**e.g.**

*Waiting to hear back after a job interview*

**TIME**

● ○ ○ ○ ○

**HEADSPACE**

● ● ● ● ●

**WHY IT STAYS**

U W R ? O

**1**

\_\_\_\_\_

**TIME**

○ ○ ○ ○ ○

**HEADSPACE**

○ ○ ○ ○ ○

**WHY IT STAYS**

U W R ? O

**2**

\_\_\_\_\_

**TIME**

○ ○ ○ ○ ○

**HEADSPACE**

○ ○ ○ ○ ○

**WHY IT STAYS**

U W R ? O

**3**

\_\_\_\_\_

**TIME**

○ ○ ○ ○ ○

**HEADSPACE**

○ ○ ○ ○ ○

**WHY IT STAYS**

U W R ? O

**4**

\_\_\_\_\_

**TIME**

○ ○ ○ ○ ○

**HEADSPACE**

○ ○ ○ ○ ○

**WHY IT STAYS**

U W R ? O

**5**

\_\_\_\_\_

**TIME**

○ ○ ○ ○ ○

**HEADSPACE**

○ ○ ○ ○ ○

**WHY IT STAYS**

U W R ? O

Star any item where the *headspace* is much bigger than the *time*.

## Ways to make it lighter

### Write it down

Let paper hold it so your brain doesn't have to.

### Pick a check-in time

Decide when you'll look at it, instead of all day.

### Share or hand it off

Let someone else carry part of it.

### Get the missing piece

Ask the question that ends the guessing.

### Set a reminder

Let your phone or calendar do the remembering.

### Make a good-enough plan

A rough next step quiets the loop.

### Name when to revisit

"Not today. I'll come back to it Friday."

### My one thing to lighten:

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