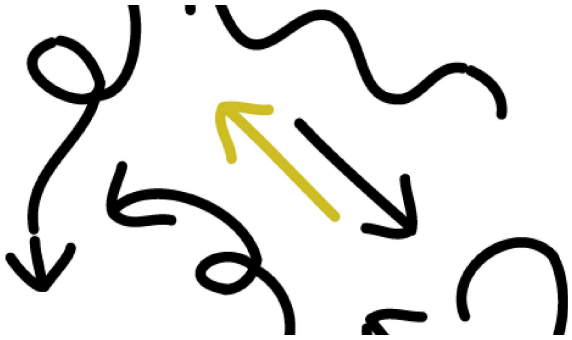

BALANCE iT Mini-Guide
Permission to Pause

A clarity tool for leaders who feel overwhelmed, squeezed, or fogged in.

Take a moment and be honest with yourself when answering the questions below

Step 1: Name the Fog

What's clouding your clarity right now? *Tick all that apply or write your own.*

- ☐ *Too many decisions*
- ☐ *Team dynamics*
- ☐ *Financial pressure*
- ☐ *Role confusion*
- ☐ *Emotional fatigue*
- ☐ *Lack of feedback*
- ☐ *Other:* _____

Step 2: Spot the Pattern

When do you feel most fogged? *Choose one or reflect freely.*

- ☐ *Morning / Evening / Midweek / After meetings*
- ☐ *When I'm alone / When I'm with others*
- ☐ *When I'm avoiding something*
- ☐ *When I'm trying to please everyone*
- ☐ *Other:* _____

Step 3: Reclaim One Thing

What's one thing you can let go of this week? *A task, a worry, a role, a story…*

> *I give myself permission to let go of:*

Step 4: Anchor Your Clarity

What do you want to feel more of this week? *Pick one or write your own.*

- ☐ *Calm*
- ☐ *Confidence*
- ☐ *Focus*
- ☐ *Energy*
- ☐ *Connection*
- ☐ *Purpose*
- ☐ *Other:* _____

Step 5: Say It Out Loud

Complete this sentence:

> *"This week, I give myself permission to pause so I can lead with _____."*

Step 6 (optional): Reach out

Email me your commitment and I will check in with you in a week's time to see how it went….

Email: Jacqui@thomasjardineandco .co.uk