

# The Emotional Tune-Up

A gentle, guided reset for your nervous system and inner world — designed to help you shift from overwhelmed and “meh” to calm, clear, and aligned.



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# Welcome to The Emotional Tune-Up



## Welcome to The Emotional Tune-Up

*A gentle, guided reset for your nervous system and inner world – designed to help you shift from overwhelmed and “meh” to calm, clear, and aligned.*

The world is chaotic. It’s fast-paced. Most of us spend our days in the masculine: doing, hustling, getting things done, pushing forward. And on the outside, it looks like we’re holding it all together. But inside? It can feel like our inner world is quietly screaming. Tired. Wound up. Foggy. Overwhelmed. Sometimes you don’t even know what you feel – which only adds to the overwhelm.

You’re not alone. This modern world is... well, very modern. Busy. Loud. Demanding. Most people are living in this state more often than they’d like to admit. And yet, deep down, there’s a part of you that knows there’s something more. A part waiting to be heard, understood, and felt.

One of the most courageous things you can do is to stop running, even briefly, and turn inward. To press pause on the external world and press play on your internal one. Because when you do, gentle shifts begin to unfold. You reconnect with your essence. Your feelings make more sense. You remember what matters to you and who you are beneath the noise.

This guide is here to help you do exactly that. To pause. To notice. To reconnect. To slowly shift from feeling overwhelmed or “meh” toward calm, clarity, and alignment with yourself. And simply by being here – by choosing this moment – you’ve already started calming your nervous system and supporting your emotional regulation.

So as you move through this, go gently. Don’t rush. Don’t turn this into another task to complete. Create a moment for yourself. Light a candle if you want to. Put your phone in another room. Tell the world you have a “meeting” – and let that meeting be with you. Your mind, your heart, your soul, your wellbeing. You’re worth the space.

Congratulations on being here. Truly. I’m so glad you are. Let’s begin.

### **A Gentle Guide**

As you journey through these pages, we invite you to participate in each practice with softness and curiosity. Be kind to yourself. Honour the courage it takes to show up. Let go of expectation. Let presence be your guide.

This workbook has been created with a natural rhythm from start to finish, and we encourage you to move through it in sequence. Should your intuition pull you elsewhere, follow it. This journey is yours.

# The Emotional Tune-Up



## Why This Matters

We're not meant to move through life numb, overwhelmed, or disconnected from ourselves. Yet so many of us do, simply because life piles up and we don't always have the space, language, or tools to tune in.

Here's the truth:

When you can name what you're feeling with more precision, you can move through it with more ease. You can regulate more effectively. And you can return to steadiness and positive emotion more quickly.

Psychologists call this emotional granularity — which is really just a fancy term for having words for what's happening inside you. Not just "I'm stressed"... but "I'm carrying too much and I don't feel like I can cope," or "I'm stretched and I need support."

When you name what you're actually feeling, you can tend to what you really need. Because different emotions require different responses. Fear needs safety. Sadness needs softness. Overwhelm needs simplicity.

And when your brain understands what you're experiencing, your nervous system relaxes. You're no longer swimming in vague internal chaos — you have clarity, understanding, and self-connection.

This guide has been designed to help you tune in and gain that clarity gently and with grace. Not by fixing or forcing anything, but by listening, slowing down, and meeting yourself with compassion and curiosity.

When you understand your inner world, your outer world becomes easier to navigate too.

Okay — let's land into the body first.

### 1 1-Minute Nervous System Landing

Before we explore the mind, let's help the body soften. Often, we hold immense tension in the body and we don't even realise it. Here's a gentle body-scan practice to help you spot tension, and soften the body. Tune in to how it feels when you soften.

- Sit comfortably, feet on ground.
- Inhale gently and slowly through your nose, and softly out the mouth.
- Tune into your face and jaw. Relax your jaw (yep — unclench). Relax your eyes.
- Tune into your shoulders, drop them, relax them. Relax any tension in your back.
- Then tune into your stomach. Relax any tightness.
- Continue gentle conscious breathing.
- Place a hand on your heart or belly, and gently say, 'this softness is a strength'.

If your mind is racing, that's okay. If you feel numb or flat, that's okay too. Just notice. Don't rush. Release any expectations. Just be.

You don't have to feel calm, clear, or grounded - you just have to arrive.

Note: You can return to this simple practice, anytime you need to pause and drop into yourself.



## 2 Check-In: Where Am I Today? (Awareness Exercise)

Let's get straight into a simple self-observation exercise. There's no right answer, simply notice what feels true today. Circle anything that resonates:

- Fog / Flat / Stuck
- Disconnected from myself
- Tired, heavy, or "meh"
- Hard to focus or motivate
- Processing / Neutral
- Observing my feelings
- Reflective, steady, learning
- Curious, but unsure
- Hopeful / Emerging
- Quietly optimistic
- Tiny sparks of clarity or energy
- Feeling more like "me" again

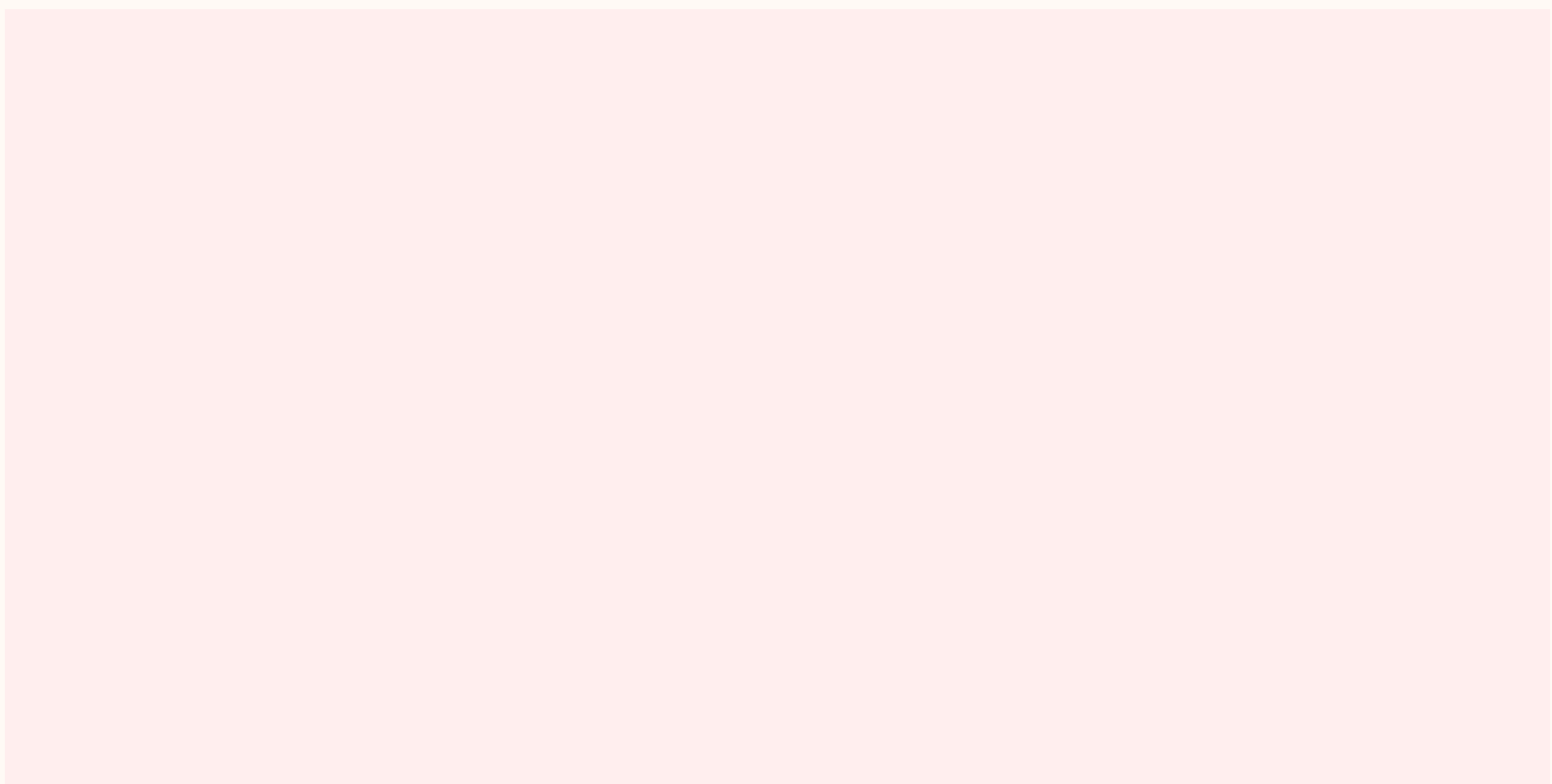
Hint: you may be in more than one column — that's okay. This is about awareness, not judgement.

### Reflection Prompt

Take a moment to pause and ask yourself:

"What do I feel beneath the surface right now, and what might my inner world be trying to tell me?"

- Spend a few minutes writing whatever comes up.
- Don't judge or edit — just notice.
- This is your first step toward naming, understanding, and taking gentle action for yourself.



# The Emotional Tune-Up



## 3 Name it to Tame it: Emotional Map

When emotions arise, they often come with sensations in the body. There's usually also an underlying need – something your inner world is trying to communicate. While you can't always meet that need immediately, you can meet the emotion where it is and provide comfort, support, or gentle action to help ease the burden.

This map gives examples of common feelings, the body cues they show up with, what they might be trying to tell you, and a simple need or action that can support you.

How to use it:

- Reflect. Circle the feelings and body cues you've experienced over the past month.
- For each, write one simple action or exercise you could do that's nourishing and supportive for *you* when this feeling arises.

Feeling	Body Cue	Message	Need / Action	Actions to help you
<b>Anxious</b>	Tight chest	"I need safety"	Slow breath, pause, one step	
<b>Flat</b>	Heavy limbs	"I'm drained or unfulfilled"	Rest, gentle movement, connection	
<b>Sad</b>	Throat / eyes	"I'm grieving"	Comfort, expression, self-kindness	
<b>Irritable</b>	Jaw / shoulders	"Something's off"	Boundaries, pause, self-check	
<b>Tender</b>	Soft chest	"I'm open / alive"	Nourish, protect, reflect	
<b>Curious / Hopeful</b>	Lightness in chest	"Something is shifting"	Explore, journal, act	

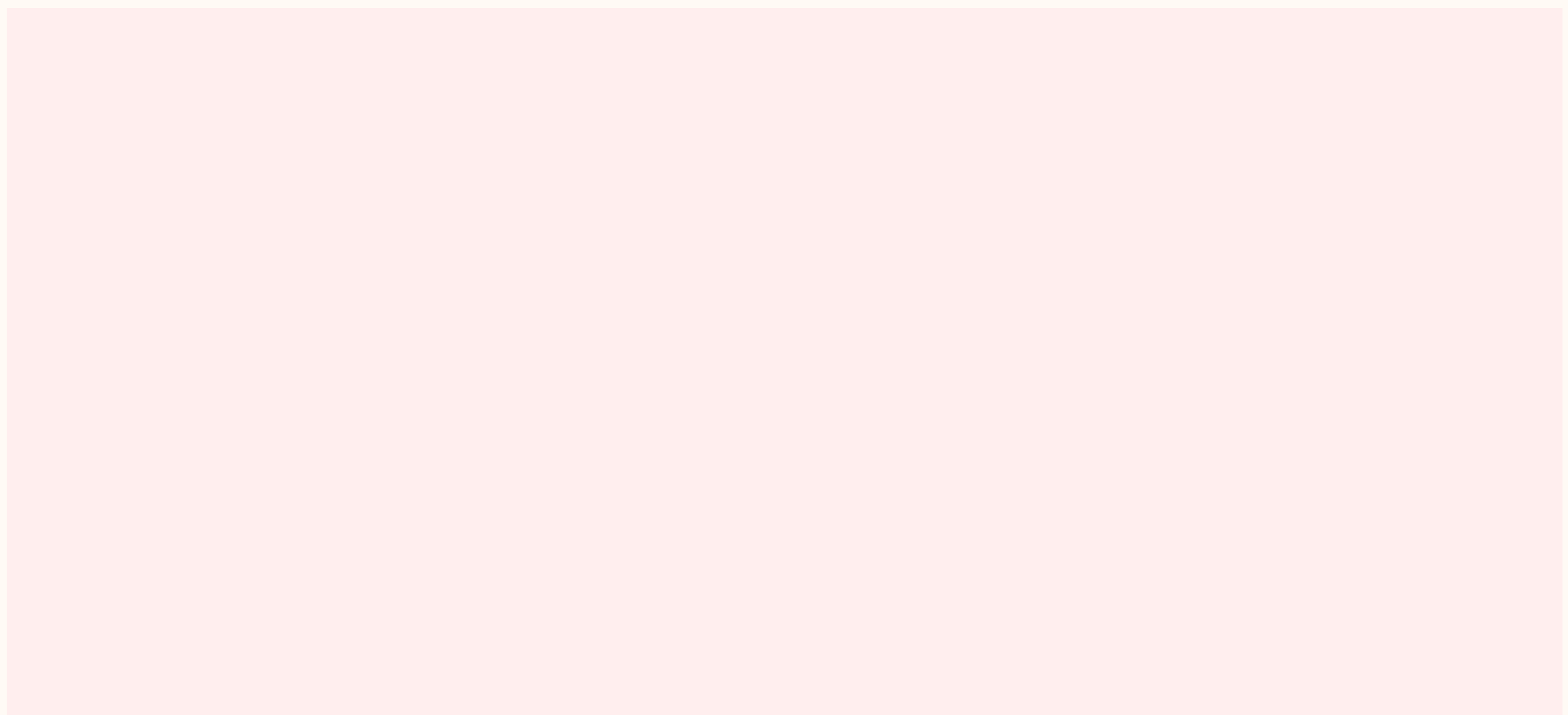
**Tip:** Use this chart to support you in tuning in to your body and needs. When a feeling arises, notice it, and then take meaningful action to support you in feeling supported, calm, and at ease.

## 4 Turning Inward to You - Journaling Prompts (Awareness + Naming)

Now that you've softened into your body, let's listen inward. When the body settles, the mind and emotions can speak more clearly. Take your time to answer these questions with pen and paper (not typing). There's no right answer here – only truth. Let these questions be a moment of honesty, curiosity, and connection with yourself. Go slowly. Notice what arises. Meet whatever comes with kindness.

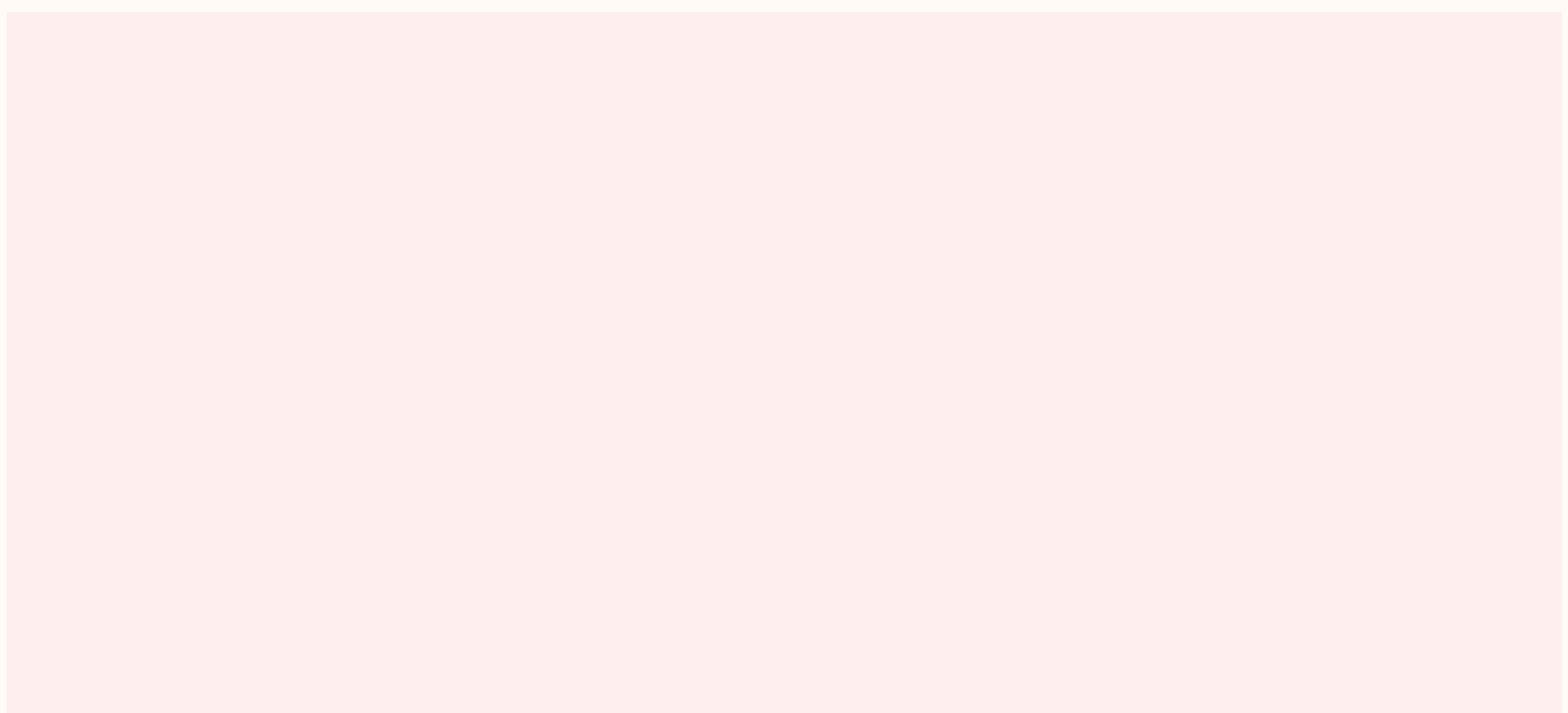
### 1. The Call Within

- What brought me here today?
- What part of me reached out for support, clarity, or relief?

A large, empty rectangular area with a light pink background, intended for journaling responses to the prompts in section 1.

### 2. Emotional Truth

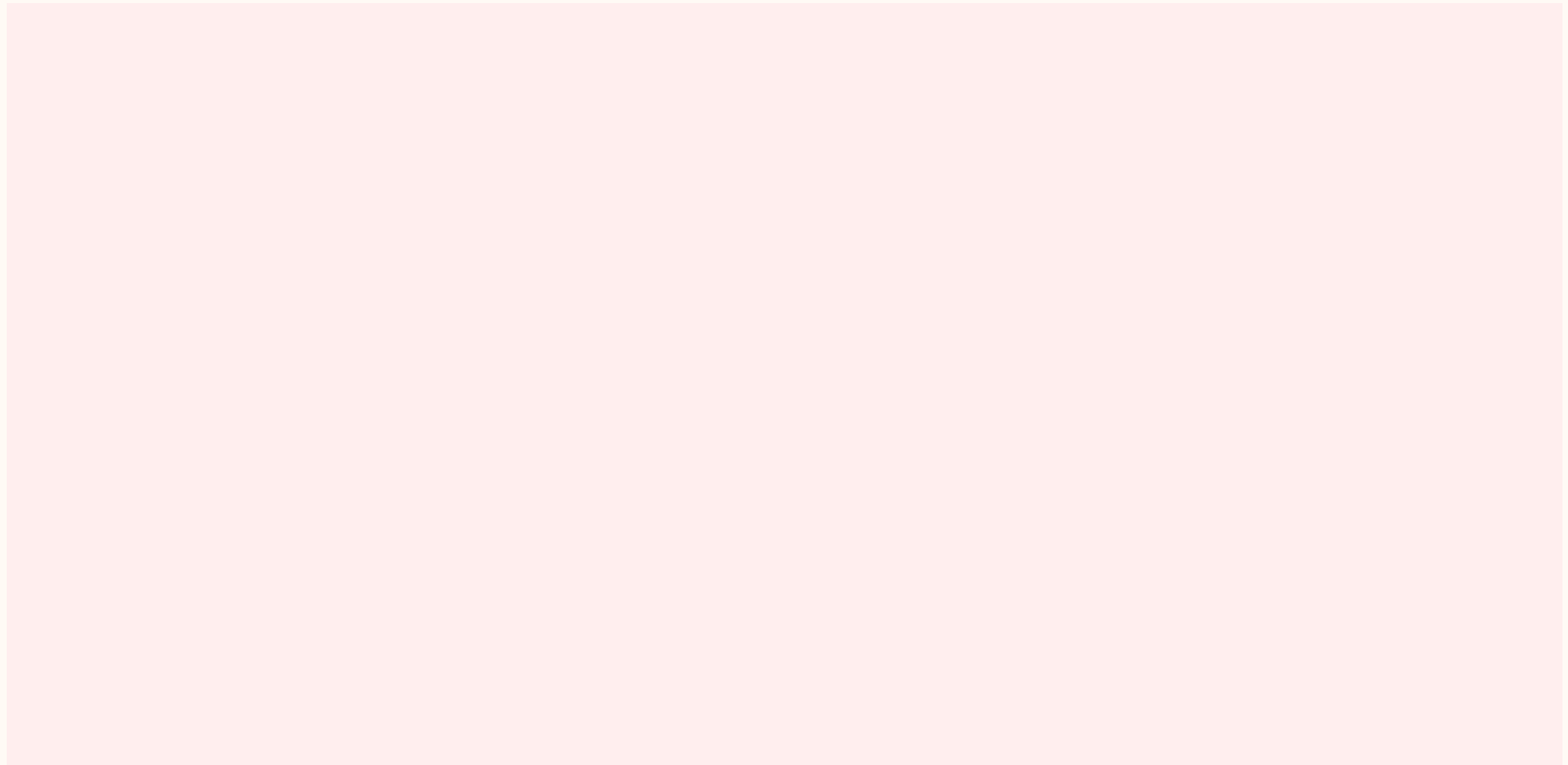
- What emotions were present when I chose to download this guide?
- Where do I feel them in my body?

A large, empty rectangular area with a light pink background, intended for journaling responses to the prompts in section 2.

## Turning Inward to You - Journaling Prompts (Awareness + Naming)

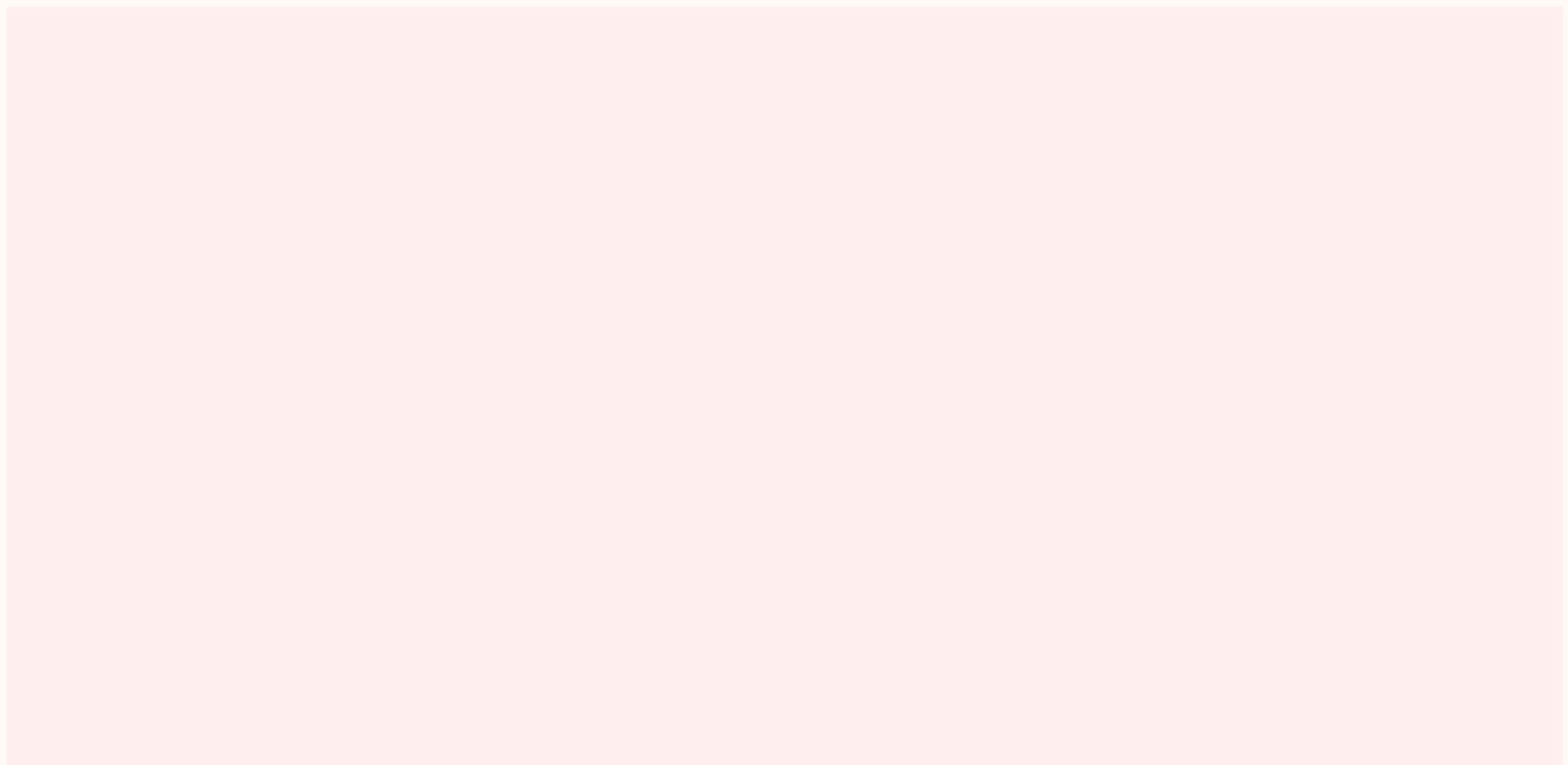
### 3. Root Curiosity

- Why do I think those emotions arose?
- What might they be trying to tell me or protect me from?

A large, empty rectangular area with a light pink background, intended for journaling responses to the prompts above.

### 4. Inner Longing

- What am I longing for right now – in my inner world, my body, my life?
- What do I deeply hope shifts or softens from this work?

A large, empty rectangular area with a light pink background, intended for journaling responses to the prompts above.

*There is a reason I am here. My inner wisdom led me.  
I honour the part of me seeking healing, clarity, and connection.*

## 5 What I Need Right Now

Now that you've named what's moving inside you, let's take one gentle step deeper. Emotional awareness is powerful – but it becomes life-changing when we pair it with self-support.

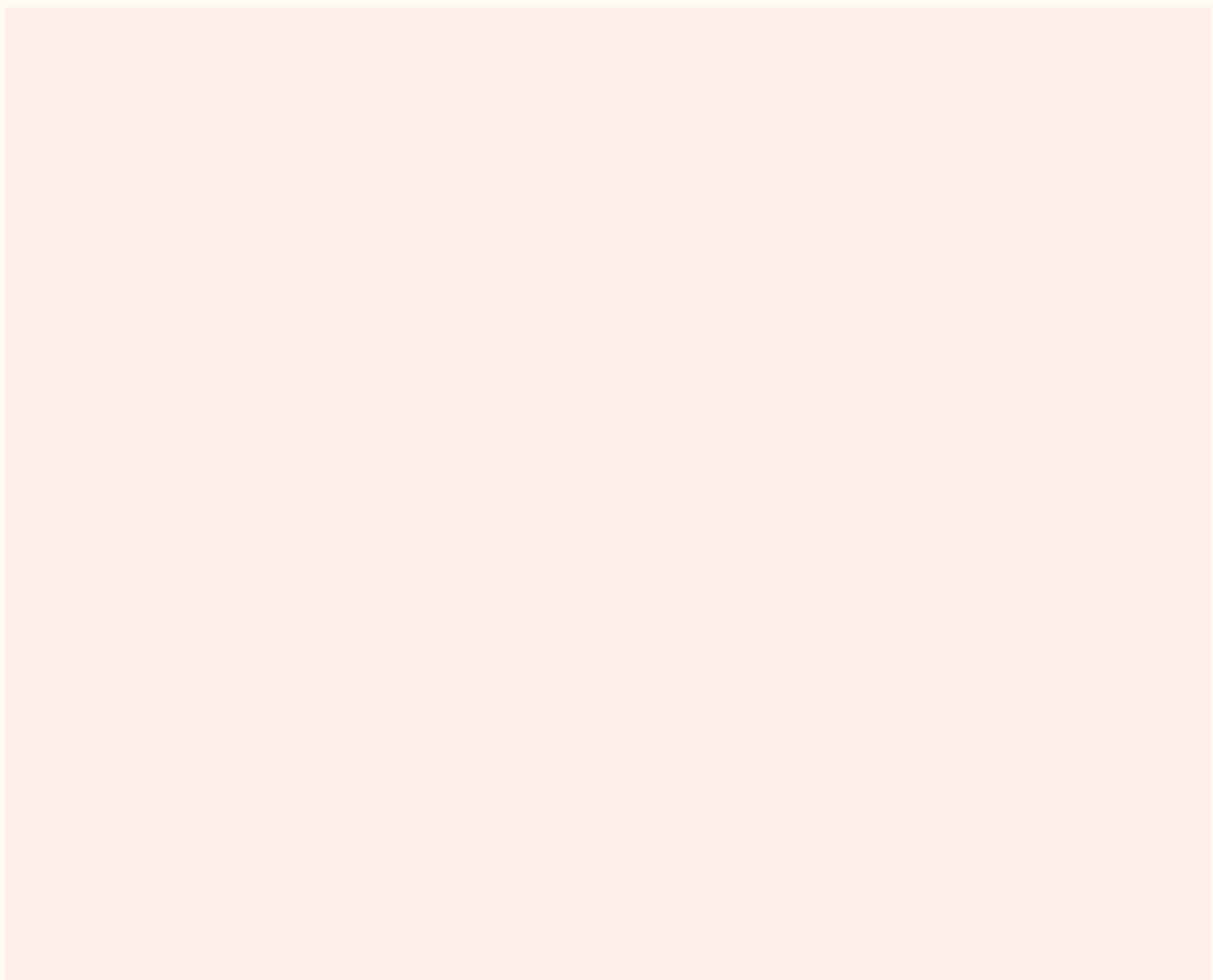
Every feeling is here to communicate something to you:

- Overwhelm might ask for softness or space
- Numbness might ask for stillness or gentle stimulation
- Hope might ask you to take one small courageous step
- Exhaustion might ask for genuine rest, not just collapse

This page is not about fixing or forcing. It's about listening to what the intelligent, wise part of you already knows. You don't need to have the perfect answer. Just listen for a whisper. Sometimes the question itself opens the clarity.

Journal below, answering this question: ***What do I need most right now?***

(e.g. What does my nervous system need, my heart, my mind? What would support my energy gently? If I could give myself one thing today, what would it be? What would feel nurturing today?)

A large, empty rectangular area with a light pink background, intended for journaling and writing answers to the questions provided above.

## 6 Supporting Your Nervous System with Mini Resets

Your nervous system is the part of you that decides whether you feel safe, calm, and connected... or tense, foggy, shut down, and overwhelmed.

When you feel stress, your body goes into one of four natural responses: fight, flight, freeze, or fawn. These responses are designed to keep you safe. In short bursts, stress can be healthy – it helps us adapt, respond, and even grow stronger. But prolonged, repeated stress can wreak havoc on your body and mind, causing fatigue, inflammation, poor sleep, low energy, and making it harder to thrive.

The good news? Your nervous system can be trained, just like a muscle or an instrument. Practicing calming techniques consistently strengthens your body’s ability to return to a state of ease, clarity, and emotional balance. Research shows that small, daily practices – even just a few minutes at a time – can improve regulation, reduce stress-related inflammation, and increase resilience over time. Waiting for the “perfect moment” every couple of weeks won’t have nearly the same impact.

For optimal results, try to include 4 mini nervous system resets per day. If that feels too hard at first, start with one and gradually build up. Consistency beats intensity.

**This Week’s Practices:** Here are three simple, evidence-backed ways to calm and train your nervous system. Rotate through them as you like. When one resonates, celebrate it – and add to it. The goal is to make this as natural as brushing your teeth.

### 1 90-Second Breath Reset

When you feel tension or overwhelm, pause:

- Inhale through your nose for 4 seconds
- Hold for 2 seconds
- Exhale slowly for 6–8 seconds
- Repeat for 90 seconds

This signals safety to your nervous system, reduces stress hormones, and improves focus. You can whisper: I am safe. I can soften. I am here.

### 2 5-5-5 Presence Drop

When you feel disconnected or “in your head”:

- Notice 5 things you can see
- Notice 5 sensations in your body
- Take 5 slow, intentional breaths

Anchoring attention to body and senses downshifts stress and helps you feel present.

### 3 10% Slower Experiment

Life is fast. Try doing everything 10% slower for the next hour – walking, talking, even thinking.

Slowing your movements signals to your body: We are safe. There is time. This gently trains the nervous system to stay regulated under pressure.

### A Small Invitation:

Pick one practice to try each day this week. Tiny steps. Gentle curiosity. Consistency strengthens your nervous system, supports emotional clarity, and helps your inner world feel calm and grounded. There is no perfection – only presence. And every time you pause, breathe, or notice, you are coming home to yourself.

## 7 The Power of Journalling

### Why Pen and Paper Matters

Journalling isn't just writing down thoughts. It's a scientific tool for the mind, body, and nervous system. When you put pen to paper:

- **Emotions become clear:** Writing helps your brain label and organise feelings. Research shows that people who journal about their emotions develop greater emotional granularity, which makes it easier to regulate emotions and respond rather than react.
- **Stress decreases:** Externalising worries onto paper reduces rumination, lowers cortisol (the stress hormone), and signals safety to your nervous system.
- **Clarity grows:** Journalling activates the prefrontal cortex – the “thinking brain” – helping you make sense of experiences, see patterns, and notice what truly matters.
- **Resilience builds:** Daily reflection strengthens neural pathways for coping and self-compassion. Over time, you notice triggers earlier, respond more intentionally, and bounce back faster from challenges.
- **Connection deepens:** Writing to yourself is a form of self-attunement. You are listening, noticing, understanding, and validating your inner world – which is exactly what your nervous system needs to feel safe and supported.

In short, journalling is like a gym for your emotional brain – daily practice grows your capacity to feel, understand, and respond with calm and clarity.

### Why This Works

Think about how thoughts swirl endlessly in your head – they're invisible, unstructured, overwhelming. When you journal, you make the invisible visible. You move feelings from the mind into the body of the page. Suddenly, chaos becomes clarity. Confusion becomes insight. Noise becomes narrative. Journalling can feel like a weight being lifted off your shoulders.

Even 5 minutes a day is enough to notice real changes. Just a small, consistent habit transforms your inner landscape over time. And because it's your own reflection, it's personalised, private, and safe – a space where your nervous system can exhale. Which is precisely why this workbook has been built in this format.

### 3 Questions to Journal on Now:

- What am I feeling right now?
- What does my body want me to notice?
- What does my mind need to clarify?

Use the following page to journal, answering these questions.

# The Emotional Tune-Up



## The Power of Journalling Prompts - Writing Space

## 8 Building Emotional Capital: Inviting Joy & Nourishment

In positive psychology, we know that engaging in activities that increase positive emotions and deepen feelings of joy, meaning, purpose, and fulfilment is key to building resilience. These experiences help you strengthen your emotional capital, so you're better able to navigate life's bigger challenges with clarity, calm, and confidence.

This page is an invitation to notice and prioritise the things that make you feel alive, nourished, and aligned. Small, intentional actions can have a big impact over time – especially when you make them consistent habits.

### Your Turn:

1. List 5–10 activities that bring you joy, nourish you, or make you feel alive.
  - Examples: walking in nature, journaling, connecting with a friend, music, dancing, cooking something nourishing, meditating, creative projects.
2. For each activity, write one simple action you can commit to this week to invite more of it into your life.
3. Circle the actions you feel most drawn to – start there.

**Tip:** Even small doses matter. You don't need to overhaul your week. Pick tiny, meaningful actions and build from there.

### My Nourishing Activities & How I Can Bring Them into My Daily Life

## 9 Keep the Conversation Going: Your Ongoing Journaling Invitation

Journaling is most powerful when it becomes a gentle habit. This 2-week guide gives you optional prompts to check in with yourself, reflect on your emotions, and notice what nourishes you. This is practice you can use after you've completed this workbook, to ensure your emotional regulation, clarity, and calm, remains prevalent for you.

- Time: 5–10 minutes a day is enough.
- Place: Anywhere you feel safe and comfortable.
- Approach: Curiosity, presence, and kindness — no judgement, no perfection.

### Suggested Daily Prompts

Pick one per day, or follow your own intuition:

1. What am I feeling right now? Name it and notice where it shows up in your body.
2. If this feeling could speak, what would it say?
3. What do I need today to feel supported, safe, or nourished?
4. What small action can I take to honour this feeling or need?
5. Which activity today brought me joy, meaning, or fulfilment?
6. What patterns am I noticing in my emotions this week?
7. What am I learning about myself through these reflections?
8. How did I show up for myself today?

Tip: You don't need to do all prompts every day. Pick what resonates, or simply free-write whatever comes up.

## 10 Closing Intentions

Take a moment to reflect on the insights you've gained in this workbook. Use this page to set gentle, purposeful intentions for how you want to show up for yourself going forward. Be realistic, kind, and curious – these intentions are for you, not anyone else.

**For my emotional understanding, I will...**

**For my nervous system regulation, I will...**

**For nourishing my full being, I will...**

**For bringing in more joy and aliveness, I will...**

**I will journal (frequency) because I know this has the power to...**

**For connecting with myself and others, I will...**

**For embodying alignment and presence, I will...**

Tip: Keep this page visible – on your desk, in your journal, or on your fridge – as a gentle reminder of how you want to show up for yourself. These intentions are a compass, guiding you toward calm, clarity, and joy.

## Well Done on Showing Up

Congratulations on showing up for yourself and completing this Emotional Tune-Up. Taking this time to pause, reflect, and connect with your inner world is no small thing – it's an act of courage, care, and self-respect.

Remember, this is just the beginning. Life is full of moments that pull us in all directions, and tuning in to your emotions, your body, and your needs is an ongoing practice. Keep exploring, journaling, and noticing what nourishes you – whether that's a gentle breath, a mindful pause, a nourishing activity, or moments of joy and connection. Each small, consistent act strengthens your emotional awareness, regulates your nervous system, and builds your capacity for positive emotions.

We've only skimmed the surface here. If you'd like a deeper dive into emotional wellbeing, resilience, joy, and fulfilment, check out our **Signature Course: INSIDE JOB – Reclaim Your Energy, Purpose, and Joy**. Consider this workbook your first step toward a more aligned, clear, and vibrant you.

**Find out more at:** [kimmcinnes.com/theinsidejob](https://kimmcinnes.com/theinsidejob)

# Inspiring Activities to Try

## 1 Mind & Curiosity

- Read a book that sparks inspiration or learning
- Listen to a podcast or TED talk on a topic you're curious about
- Learn a new skill (language, instrument, craft, coding, cooking style)
- Take an online course or workshop
- Solve puzzles, riddles, or brain games
- Journal your thoughts, dreams, or reflections
- Write a letter to your future self

## 2 Movement, Body & Somatic Practices

- Go for a walk in nature, on the beach, or through a park
- Try yoga, Pilates, or Qigong
- Dance freely to music – focus on feeling your body
- Do gentle stretching while noticing breath and sensation
- Short body-scan meditation (lying or sitting) – notice tension and release it
- Progressive muscle relaxation (tensing and releasing each muscle group)
- Shake or roll your body to release stored tension
- Somatic awareness exercises: notice sensations in different body parts, move slowly with awareness
- Breathwork for calm, grounding, or energising
- Try a movement improvisation session – explore space, rhythm, and flow
- Light self-massage or using a foam roller to release tightness

## 3 Mindfulness & Emotional Wellbeing

- Practice a guided meditation
- Breathwork for calm or energy
- Try a loving-kindness or self-compassion meditation
- List 3 things you are grateful for today
- Reflect on a personal victory, no matter how small
- Notice and label emotions during a moment of tension
- Disconnect from technology for a set period
- Pick an emotion to cultivate and build your own plan for implementing more of this into your life
- Chat with psychologist, somatic healer, intuitive healer

## 4 Creativity & Play

- Draw, paint, or doodle freely
- Rearrange or declutter a room or workspace
- Try a DIY project or craft e.g. handmade card
- Cook or bake something new and nourishing
- Take photos of things that bring you joy
- Sing or play an instrument
- Create a mood board, vision board, or playlist
- Try a creativity class e.g. Pottery, photography, sewing
- Scrapbooking
- Write a children's story or poem

## 5 Connection & Giving

- Call or message a friend or family member you care about
- Write a note of appreciation for someone
- Volunteer or do a kind act for someone
- Plan a social outing or coffee date
- Join a community group or club
- Share a skill or knowledge with someone
- Make a new friend at the gym
- Join a community circle or group

## 6 Nature & Environment

- Go for a hike or walk barefoot on grass/sand
- Sit outside and notice the sky, clouds, or stars
- Garden, plant something, or care for a houseplant
- Collect natural objects (stones, shells, leaves) and create a small display
- Take a photo walk noticing colours, textures, and shapes
- Go for a country drive to new town for lunch and a walk
- If warm enough, swim in a river or the sea
- Sit in the park and read a book

## 7 Reflection & Spirituality

- Write a reflection on your values or purpose
- Explore a spiritual or philosophical text
- Sit quietly and notice your breath or heart rate
- Practice mindful gratitude: notice 5 things in the moment you appreciate
- Create a ritual for morning or evening intention setting
- Try journaling prompts on hope, meaning, or your “best self”
- Do a breathwork meditation
- Do a guided meditation via an app
- Revisit one of your favourite spiritual books and highlight and note down your favourite phrases or teachings

## 8 Random / Fun & Quirky

- Rearrange furniture or declutter a room
- Explore a new part of town
- Have a mini “digital detox” day
- Experiment with a new hobby you've never tried before
- Listen to music outside your usual genre and dance or move to it
- Make a vision board or affirmation wall
- Try a “micro-adventure” – something playful and novel in your day
- Design new artwork for your home
- Watch a funny, light movie
- Dream up a new business idea solo or with a friend
- “Dance like no one's watching” micro-break

# Emotions to Cultivate



## Did you know, you can actively invite positive emotions into your world?

When you invite more positive emotions into your world, it helps you to elevate joy, fulfilment, and vitality. It raises your resilience. It build your emotional capital. It's not about faking it, it's about training your mind and body to notice and invite what feels good to bring in more of it.

Use this list as inspiration whenever you want to shift your energy, reconnect to what matters, or spark more positivity in your day-to-day life.

Think of it as your personal “emotion menu” — pick one or two to invite in, notice how it feels in your body, and see where it takes you. Then actively invite opportunities into your day that invites this emotion in.

Emotion	Tip to cultivate this emotion more
Joy	Notice small wins and delights
Gratitude	Appreciate people, moments, experiences
Curiosity	Explore, ask questions, learn something new
Wonder	Be amazed by something simple or extraordinary
Serenity	Pause, breathe, invite and feel calm
Love / Connection	Reach out, nurture bonds
Pride	Celebrate your efforts and achievements
Inspiration	Notice what motivates or uplifts you
Hope	Focus on possibilities, what could be
Amusement / Play	Laugh, be silly, playfully experiment
Awe	Stop and notice something beautiful
Compassion	Extend kindness to self and others
Confidence	Step forward, trust your ability
Excitement	Lean into energy and anticipation
Contentment	Appreciate what is, feel satisfied
Courage	Take action despite fear or discomfort
Savouring	Stop and fully appreciate the moment

***You have the power to  
transform your inner world.  
All it takes is courage,  
introspection, adopting  
possibility, and taking  
meaningful action.***

