

BONUS 5

RECOVERY CAPACITY TRACKER

YOUR RECOVERY CAPACITY



Strong capacity.
Keep protecting your recovery.

RECOVERY AREAS



OVERLOAD

Manage your stress load

35%



RECOVERY

Restoration & renewal

78%



ENERGY RESERVE

Physical & mental energy

65%

TREND (7 DAYS)



Dott. Gianmario Governato –
Physician - Psychotherapist - Author

SURVIVAL EXIT METHOD

Decode your Body's Signals, Exit Survival Mode, Return to Life.

Recovery Capacity Tracker

Measure Your Recovery Before Burnout Measures You

Introduction

Why What Gets Measured Gets Managed

- people track money
- weight
- steps
- calories

but almost nobody tracks recovery.

PART 1

Understanding Recovery Capacity

Stress

Fatigue

Recovery

Recovery Capacity

PART 2

Your Daily Dashboard

1

Physical Energy

0-10

2

Mental Clarity

0-10

3

Emotional Stability

0-10

4

Motivation

0-10

5

Recovery Quality

0-10

Total

Recovery Capacity Score

PART 3

The Three Hidden Burnout Markers

Marker 1

Overload

0-10

Marker 2

Recovery

0-10

Marker 3

Identity Drift

Today I felt like myself.

0-10

Today I was acting just to survive.

0-10

I felt connected to what matters.

0-10

This does not appear in the front end.

PART 4

Capacity Alerts

Recovery Capacity

42-50

Excellent

31-41

Stable

21-30

Warning

11-20

High Risk

0-10

Recovery Needed

PART 5

The Weekly Reset

Highest score

Lowest score

What restored me?

What drained me?

What will I protect next week?

PART 6

Monthly Capacity Review

Week 1

Week 2

Week 3

Week 4

Trend

PART 7

Recovery Trends

Energy

Sleep

Stress

Recovery

Identity

PART 8

Capacity Rules

Never ignore three bad days in a row.

Recovery before productivity.

Don't wait until empty.

Protect recovery as seriously as work.

FINAL

Your Personal Recovery Baseline

Workbook

Daily Capacity Card

Weekly Dashboard

Monthly Dashboard

Burnout Warning Checklist

Recovery Wins

Identity Check

Red Flag Page

Recovery Action Plan

Introduction

Why What Gets Measured Gets Managed

"You can't protect what you don't notice."

Think about the things people measure every day.

They track their bank accounts.

They check their weight.

They count their steps.

They monitor calories.

They measure blood pressure.

They wear smartwatches that record their heart rate, sleep, and activity.

Why?

Because measurement creates awareness.

And awareness changes behavior.

When you can see something, you can improve it.

When you ignore it, you leave it to chance.

Now ask yourself one simple question:

How often do you measure your capacity to recover?

For most people, the answer is...

Almost never.

They notice recovery only after it's gone.

They realize they're exhausted only when getting through the day starts to feel difficult.

They recognize burnout only after their body begins sending unmistakable signals.

By then, recovery takes much longer.

Recovery Is More Than Feeling Tired

Most people think recovery simply means getting enough sleep.

Sleep certainly matters.

But recovery is much bigger than that.

Recovery is your ability to regain physical energy.

To think clearly.

To stay emotionally steady.

To adapt to stress without becoming overwhelmed.

To wake up with enough capacity to meet the demands of another day.

Some days you'll face significant stress and recover quickly.

Other days, even small challenges may feel overwhelming because your recovery capacity has already been depleted.

The difference isn't always the amount of stress.

It's the amount of recovery available.

Why This Tracker Is Different

This is **not** another journal.

You won't write long reflections.

You won't spend twenty minutes analyzing your emotions.

You won't need perfect answers.

Instead, you'll spend about **two minutes** each day taking the pulse of your nervous system.

You'll measure a few key indicators.

You'll notice patterns.

You'll spot warning signs early.

Most importantly, you'll recognize when your recovery capacity is beginning to decline—long before burnout takes over.

Think of it as a dashboard for your energy.

Just as the fuel gauge in your car warns you before the tank is empty, this tracker helps you notice when your inner reserves are running low.

Small Numbers. Big Insights.

One number by itself means very little.

But numbers collected over days and weeks begin telling a story.

You may notice that your energy always drops after several late nights.

Or that your recovery improves after protecting your evenings.

Or that certain people, situations, or habits consistently reduce your capacity.

These patterns are easy to miss when you rely on memory.

They're much easier to see when you track them.

You don't need complicated charts or spreadsheets.

You simply need consistent observations.

The Goal Isn't Perfection

There will be days when your scores are high.

There will be days when they're low.

Neither defines you.

The purpose of this tracker isn't to judge your performance.

It's to help you become more aware of your patterns.

Awareness creates choice.

Choice creates change.

And change protects recovery.

A New Habit

Before you begin, remember one thing:

You are not measuring your worth.

You are measuring your capacity.

Those are not the same.

Your value never changes.

Your recovery capacity does.

The more accurately you notice it, the better you'll become at protecting it.

Two minutes today may save you weeks of exhaustion later.

Let's begin.

PART 1

Understanding Recovery Capacity

"Stress isn't the problem. The problem is losing your ability to recover from it."

One of the biggest myths about burnout is that it's caused by stress.

It isn't.

Stress is part of life.

A challenging project.

A newborn baby.

A difficult conversation.

Learning a new skill.

Travel.

Exercise.

Even exciting events like weddings or promotions create stress.

Your body was designed to handle stress.

What it wasn't designed to handle is **continuous stress without adequate recovery**.

That's why understanding your **Recovery Capacity** is so important.

Before you begin tracking your daily scores, let's make sure we're talking about the same four concepts.

Stress

The Demand Placed on You

Stress is not automatically bad.

Stress is simply a demand.

Something requires energy from you.

Sometimes it's physical.

Sometimes it's mental.

Sometimes it's emotional.

Your brain and body respond by increasing alertness, focus, and effort.

Short periods of stress can even make you stronger.

The problem begins when demands arrive faster than your ability to recover.

Common Sources of Stress

- Work deadlines
- Financial pressure
- Family responsibilities
- Relationship conflict
- Lack of sleep
- Major life changes
- Illness
- Constant interruptions

Stress is not the enemy.

Unrelieved stress is.

Fatigue

The Signal That Energy Is Running Low

Fatigue is your body's way of saying:

"I'm using more energy than I'm restoring."

Many people try to ignore fatigue.

They drink another coffee.

Push a little harder.

Work a little longer.

Stay up a little later.

Sometimes that works—for a while.

But fatigue isn't weakness.

It's information.

Think of it as the fuel warning light in your car.

Ignoring the light doesn't create more fuel.

It only increases the risk of stopping somewhere you never intended to.

Healthy people don't ignore fatigue.

They become curious about it.

They ask:

"What is my body trying to tell me?"

Recovery

The Process of Refilling Your Energy

Recovery is much more than resting.

It's the process through which your mind and body rebuild the energy you've spent.

Sometimes recovery happens during sleep.

Sometimes during a walk.

Sometimes through laughter.

Sometimes by spending time with people who make you feel safe.

Sometimes by simply doing nothing.

Recovery isn't about escaping life.

It's about giving your nervous system enough opportunities to reset.

Without recovery, yesterday's stress becomes today's fatigue.

And today's fatigue becomes tomorrow's exhaustion.

Recovery Capacity

Your Ability to Bounce Back

This is the concept that matters most.

Imagine two people experience exactly the same stressful day.

One feels tired that evening but wakes up refreshed the next morning.

The other feels exhausted for three days.

The difference isn't always the amount of stress.

It's their **Recovery Capacity**.

Recovery Capacity is your ability to restore yourself after physical, emotional, or mental effort.

Think of it like a rechargeable battery.

A healthy battery recharges quickly.

A worn-out battery takes much longer.

Sometimes it never reaches a full charge before being used again.

That's exactly what happens in chronic burnout.

The problem isn't simply that energy is being used.

The problem is that it isn't being fully restored.

The Recovery Cycle

Every day follows the same basic pattern.

Demand → Energy Used → Recovery → Energy Restored

When recovery matches demand, your system stays balanced.

When demand consistently exceeds recovery, your reserves slowly begin to shrink.

Not overnight.

Gradually.

That's why burnout often seems to appear "out of nowhere."

In reality, it has usually been developing for months.

Your Personal Battery

Imagine your recovery capacity as the battery on your phone.

When it's close to 100%, you think clearly.

You're patient.

Creative.

Flexible.

Small problems stay small.

But as the battery drops...

Everything changes.

Small frustrations feel enormous.

Concentration becomes difficult.

You become more reactive.

Simple decisions feel overwhelming.

Nothing about your personality has changed.

Your available energy has.

That's why this tracker measures your battery—not your character.

Why Tracking Matters

Most people rely on memory.

Memory is unreliable.

Especially when you're tired.

Tracking removes the guesswork.

Instead of saying,

"I think I've been more exhausted lately..."

You'll know.

Instead of wondering,

"Why do I feel so overwhelmed?"

You'll see the pattern.

The numbers won't solve your problems.

But they will show you where your attention is needed before your body is forced to demand it.

Reflection

Before moving on, answer these questions.

When I think about stress, I usually...

- ☐ Ignore it
- ☐ Push through it
- ☐ Recover from it
- ☐ Worry about it
- ☐ I'm not sure

When I feel tired, my first response is usually...

- ☐ Rest
- ☐ Keep working
- ☐ Drink caffeine
- ☐ Distract myself
- ☐ Other:

Right now, I would describe my Recovery Capacity as:

- ☐ Very High
- ☐ High

☐ Moderate

☐ Low

☐ Very Low

What usually helps me recover the most?

Key Takeaway

Stress is inevitable.

Fatigue is a signal.

Recovery is a process.

Recovery Capacity is your ability to return to yourself after life asks something of you.

The purpose of this tracker is simple:

To help you notice when that capacity is growing...

And when it needs your attention before exhaustion becomes burnout.

PART 2

Your Daily Dashboard

A Two-Minute Daily Check-In

"You don't need to analyze every day. You simply need to notice it."

This dashboard is the heart of the **Recovery Capacity Tracker**.

Unlike a journal, you won't write long reflections.

You'll simply score five areas that determine how much capacity you currently have.

The goal isn't perfection.

The goal is consistency.

Complete this dashboard once each day—preferably at the same time, such as every evening.

Don't overthink your answers.

Choose the number that feels most accurate.

Your first instinct is usually the right one.

How to Score Yourself

Use this simple scale for every category.

Score	Meaning
0–2	Very Poor
3–4	Low
5–6	Moderate
7–8	Good
9–10	Excellent

Remember:

You're not judging yourself.

You're measuring your current recovery capacity.

1. Physical Energy

How much physical energy did I have today?

Think about your body.

Not your motivation.

Not your mood.

Your actual physical energy.

Ask yourself:

- Did I feel strong or depleted?

- Did my body feel heavy?
- Did I need caffeine just to function?
- Did I feel physically capable throughout the day?

Today's Score

0 1 2 3 4 5 6 7 8 9 10

Optional Note

2. Mental Clarity

How clear was my thinking today?

Think about your ability to focus.

Did your mind feel sharp...

Or foggy?

Ask yourself:

- Was it easy to concentrate?
- Could I make decisions?
- Did I forget simple things?
- Did my mind feel overloaded?

Today's Score

0 1 2 3 4 5 6 7 8 9 10

Optional Note

3. Emotional Stability

How emotionally balanced did I feel today?

This isn't about feeling happy all day.

It's about emotional resilience.

Ask yourself:

- Was I calm?
- Did small problems feel enormous?
- Was I easily irritated?
- Did I recover quickly after stressful moments?

Today's Score

0 1 2 3 4 5 6 7 8 9 10

Optional Note

4. Motivation

How willing did I feel to engage with life today?

Motivation isn't about being productive.

It's about your willingness to participate.

Ask yourself:

- Did I want to do things?
- Did everything feel like an effort?
- Was I curious?
- Did I feel emotionally flat?

Today's Score

0 1 2 3 4 5 6 7 8 9 10

Optional Note

5. Recovery Quality

How well did I recover today?

Think beyond sleep.

Recovery includes everything that helped restore your energy.

Ask yourself:

- Did I rest?
- Did I slow down?
- Did I take breaks?

- Did I disconnect from work?
- Do I feel more restored tonight than I did this morning?

Today's Score

0 1 2 3 4 5 6 7 8 9 10

Optional Note

Daily Recovery Capacity Score

Now add your five scores.

Category	Score
Physical Energy	_____
Mental Clarity	_____
Emotional Stability	_____
Motivation	_____
Recovery Quality	_____

Today's Recovery Capacity Score

_____ / 50

What Your Score Means

41–50

Excellent Capacity

Your nervous system appears well supported.

Continue protecting the habits that helped you reach this level.

Don't assume high capacity will maintain itself.

Protect it.

31–40

Healthy Capacity

You're functioning well, but small improvements in recovery could make a noticeable difference.

Pay attention to patterns before they become problems.

21–30

Reduced Capacity

Your recovery is beginning to fall behind your demands.

This is a good time to slow down, protect your evenings, and reduce unnecessary energy drains.

Don't wait for your body to force the issue.

11–20

Low Capacity

Your reserves are running low.

This is not the time to push harder.

Prioritize sleep, recovery, and healthy boundaries.

Ask yourself what can be postponed—not what else you can accomplish.

0–10

Recovery Needed

Your system is signaling significant depletion.

Treat this as information, not failure.

Small, consistent recovery habits matter much more than trying to "push through."

Your goal is not maximum productivity.

Your goal is restoring capacity.

Daily Pattern Check

Before moving on, answer these three questions.

Today, what gave me the most energy?

Today, what drained me the most?

One thing I'll protect tomorrow is:

Don't Chase Perfect Scores

Some days will naturally score lower than others.

That's normal.

Life isn't lived at a constant energy level.

The purpose of this dashboard isn't to produce perfect numbers.

It's to help you notice trends.

One low day isn't a problem.

Several low days in a row deserve your attention.

Consistency tells the real story.

Key Takeaway

Your Recovery Capacity Score is like the dashboard in your car.

It doesn't judge your driving.

It simply tells you what's happening under the hood.

The sooner you notice a drop in capacity, the easier it becomes to protect your health, your energy, and your future recovery.

PART 3

The Three Hidden Burnout Markers

The Signals Most People Miss

"Burnout doesn't begin when you collapse. It begins when small changes quietly become your new normal."

Most people wait for obvious signs before they realize something is wrong.

They wait until they're completely exhausted.

Until they can't concentrate.

Until they dread going to work.

Until they finally admit,

"I can't keep doing this."

But burnout rarely arrives without warning.

Long before the obvious symptoms appear, your nervous system begins sending quieter signals.

This tracker focuses on three of the most important.

Not because they diagnose burnout.

But because they often reveal that your recovery capacity is beginning to decline.

By checking these markers every day, you'll notice changes long before they become crises.

Marker 1

Overload

How Much Am I Carrying Today?

Overload isn't simply about having a busy day.

It's the feeling that your demands are greater than your available capacity.

Two people can have exactly the same schedule.

One feels challenged.

The other feels overwhelmed.

The difference is rarely the calendar.

It's their available energy.

Ask yourself:

- Did today feel manageable?
- Did I constantly feel behind?
- Was I rushing all day?
- Did everything require extra effort?
- Did I feel like there was no room to breathe?

Today's Overload Score

Score	Meaning
0	No overload
1–2	Very light pressure
3–4	Mild overload
5–6	Moderate overload
7–8	High overload
9–10	I felt beyond my capacity

My Score

0 1 2 3 4 5 6 7 8 9 10

Today's biggest source of overload:

Marker 2

Recovery

How Much Did I Actually Restore Today?

Many people confuse stopping with recovering.

They're not the same thing.

You can spend hours sitting on the couch while your nervous system never truly relaxes.

Real recovery leaves you feeling more capable than before.

Ask yourself:

- Did I experience moments of genuine calm?
- Did I disconnect from constant demands?
- Did I allow my body to recover?
- Do I feel more restored tonight than this morning?

Remember:

Recovery isn't measured by how long you rested.

It's measured by how restored you became.

Today's Recovery Score

Score	Meaning
0	No recovery
1–2	Very poor recovery
3–4	Limited recovery
5–6	Moderate recovery
7–8	Good recovery
9–10	Deeply restored

My Score

0 1 2 3 4 5 6 7 8 9 10

What helped me recover today?

Marker 3

Identity Drift

Am I Still Living Like Myself?

This may be the most important marker in the entire tracker.

It also happens to be the easiest to overlook.

Burnout doesn't only drain your energy.

Sometimes it slowly disconnects you from yourself.

You stop doing the things you once enjoyed.

You stop recognizing your own reactions.

You begin functioning on autopilot.

Life becomes survival instead of living.

This isn't always dramatic.

Sometimes it happens so gradually that you don't notice until someone says,

"You don't seem like yourself lately."

Identity Drift isn't about becoming someone else.

It's about temporarily losing connection with the person you already are.

Tracking this helps you notice that change early.

Identity Check

Answer each statement honestly.

Today I felt like myself.

0 1 2 3 4 5 6 7 8 9 10

Today I was acting just to survive.

(Reverse score: higher numbers indicate greater identity drift.)

0 1 2 3 4 5 6 7 8 9 10

Today I felt connected to what truly matters.

0 1 2 3 4 5 6 7 8 9 10

Reflection

When you look at these three answers together, ask yourself:

Did today feel like **living**...

Or simply **getting through the day**?

Write one sentence.

Why Identity Matters

Your energy can fluctuate.

Your workload can change.

Even your motivation will naturally rise and fall.

But when you begin feeling disconnected from yourself for days or weeks at a time, it's worth paying attention.

Maybe you've stopped laughing.

Maybe you've stopped being curious.

Maybe you've stopped noticing beauty.

Maybe you've forgotten what brings you joy.

These aren't personality changes.

They're often signs that your recovery capacity needs attention.

The goal isn't simply to reduce stress.

The goal is to remain connected to the person you are beneath the stress.

Daily Burnout Marker Summary

Complete this dashboard.

Marker	Today's Score
Overload	____ /10
Recovery	____ /10
Identity Drift Awareness	____ /10

Quick Check

Today I mostly felt...

- ☐ Energized
- ☐ Balanced
- ☐ Busy but okay
- ☐ Drained
- ☐ Surviving

Weekly Pattern

At the end of each week, look back.

Ask yourself:

- Is my Overload score increasing?
- Is my Recovery score decreasing?
- Am I feeling less like myself?

One difficult day means very little.

A repeating pattern tells an important story.

Patterns deserve attention.

Single days usually do not.

Key Takeaway

Burnout doesn't just reduce your energy.

It can slowly reduce your connection to yourself.

That's why this tracker measures more than fatigue.

It measures three things that often change first:

How overloaded you feel.

How well you recover.

How connected you remain to the person you truly are.

Protecting your recovery isn't only about restoring your energy.

It's also about making sure you don't lose yourself while taking care of everything else.

PART 4

Capacity Alerts

Know When to Slow Down Before Your Body Forces You To

"Your body whispers before it shouts. This scoring system helps you hear the whisper."

Your **Recovery Capacity Score** isn't a grade.

It doesn't measure your value.

It doesn't tell you whether you've had a "good" or "bad" day.

It simply tells you how much capacity your nervous system appears to have **today**.

Think of it like the fuel gauge in your car.

When the fuel light comes on, you don't feel guilty.

You simply know it's time to refill the tank.

Your Recovery Capacity Score works the same way.

The goal isn't to achieve a perfect score every day.

The goal is to recognize changes early enough to respond wisely.

One low score isn't a problem.

Several low scores in a row deserve your attention.

Recovery Capacity Scale

42–50

Excellent Capacity

Your Recovery System Is Working Well

You currently have strong physical, mental, and emotional reserves.

Challenges may still arise, but you're recovering effectively.

This doesn't mean you should do more.

It means you should protect what is already working.

Typical Signs

- ✓ Good energy throughout the day
- ✓ Clear thinking
- ✓ Emotional flexibility
- ✓ Healthy motivation
- ✓ Rest feels restorative

✓ Everyday challenges feel manageable

What To Do

- Continue your current recovery habits.
- Protect your sleep.
- Keep healthy boundaries in place.
- Don't mistake feeling good for being invincible.
- Avoid taking on unnecessary commitments simply because you have extra energy today.

Goal: Maintain your capacity—not spend it all.

31–41

Stable

Good Recovery with Room for Improvement

Your system is functioning well, but you're beginning to notice occasional dips in energy or resilience.

This is where prevention is most effective.

Small adjustments now can prevent much larger problems later.

Typical Signs

✓ Mild fatigue by evening

- ✓ Occasional brain fog
- ✓ Stress feels manageable most days
- ✓ Recovery usually happens overnight

What To Do

- Protect your evenings.
- Reduce one unnecessary energy drain.
- Continue tracking consistently.
- Watch for patterns rather than isolated days.

Goal: Return to your highest sustainable level—not simply keep functioning.

21–30

Warning

Your Recovery Is Falling Behind

Your nervous system is beginning to tell you that demands are exceeding recovery.

This doesn't necessarily mean burnout.

It does mean your current pace may not be sustainable.

Now is the time to pay attention.

Not later.

Typical Signs

- ✓ Waking up tired
- ✓ Feeling overwhelmed by small tasks
- ✓ Irritability
- ✓ Reduced motivation
- ✓ Difficulty concentrating
- ✓ Feeling constantly behind

What To Do Today

- Protect your evening.
- Say no to at least one unnecessary request.
- Reduce screen time.
- Prioritize sleep.
- Take short recovery breaks during the day.
- Ask yourself, "*What can wait?*"

Goal: Reduce pressure before it becomes exhaustion.

11–20

High Risk

Your Reserves Are Running Low

This score suggests that your recovery system is struggling to keep up.

Pushing harder is unlikely to solve the problem.

More effort usually creates more depletion.

Recovery must become a priority.

Typical Signs

- ✓ Persistent fatigue
- ✓ Emotional reactivity
- ✓ Difficulty making decisions
- ✓ Poor focus
- ✓ Increased frustration
- ✓ Feeling disconnected from yourself

What To Do Immediately

- Cancel or postpone non-essential commitments.
- Protect uninterrupted recovery time.
- Ask for help if possible.
- Spend time outdoors.

- Minimize unnecessary decisions.
- Review your biggest energy leaks.
- Return to your daily boundary practices.

Goal: Stop adding demands.

Start restoring capacity.

0–10

Recovery Needed

Your System Needs Immediate Attention

This score doesn't mean you've failed.

It means your body and mind are asking for recovery in the clearest way they know how.

Imagine driving a car with an empty fuel tank while ignoring every warning light.

Eventually, the car stops.

Your nervous system works exactly the same way.

Recovery is no longer optional.

It has become essential.

Typical Signs

- ✓ Extreme exhaustion
- ✓ Brain fog
- ✓ Emotional numbness or emotional overload
- ✓ Feeling detached from life
- ✓ Very low motivation
- ✓ Sleep that doesn't feel restorative

What To Do Now

- Reduce demands wherever possible.
- Focus on sleep, nourishment, hydration, and gentle movement.
- Limit unnecessary stimulation.
- Spend time with people who help you feel safe.
- Avoid making major life decisions while deeply depleted.
- If these scores remain consistently low or you're struggling to function, consider seeking support from a qualified healthcare professional.

Goal: Recover before rebuilding.

Don't Panic Over One Low Day

Everyone has difficult days.

Poor sleep.

Unexpected stress.

Travel.

Illness.

Conflict.

One low score is simply a snapshot.

It becomes meaningful only when it repeats.

The trend matters far more than the individual number.

Instead of asking,

"What was my score today?"

Ask,

"What direction am I moving?"

That's where the real value of tracking begins.

Capacity Alert Checklist

If your score stays below **30** for three consecutive days, pause and review the following.

- Have I been sleeping enough?
- Am I saying yes too often?
- What am I carrying that isn't mine?
- Have I allowed myself genuine recovery?
- Am I ignoring physical signs of fatigue?
- What can I remove from this week?

You don't need to answer every question.

Sometimes one honest answer changes everything.

Remember

Your score is not your identity.

It is feedback.

Feedback creates awareness.

Awareness creates better decisions.

Better decisions protect recovery.

And protected recovery protects every part of your life.

Key Takeaway

Don't wait until your body forces you to stop.

Use your **Recovery Capacity Score** the way a pilot uses the instruments in the cockpit.

Not to judge the flight.

But to make small corrections while there is still plenty of room to change direction.

That's how recovery becomes prevention instead of rescue.

PART 5

The Weekly Reset

Stop. Review. Reset.

"Recovery isn't built by having perfect weeks. It's built by learning from every week."

Daily tracking gives you valuable information.

Weekly reflection turns that information into wisdom.

Once a week—preferably on the same day—set aside five quiet minutes.

Don't judge yourself.

Don't criticize yourself.

Simply look for patterns.

Patterns tell a much more accurate story than individual days.

One difficult day means very little.

One difficult week deserves your attention.

This weekly reset helps you recognize what is strengthening your recovery—and what is quietly taking it away.

Step 1

Highest Recovery Capacity Score

Look back at your daily scores.

My Highest Score This Week

_____ / 50

What was different that day?

Think about:

- Sleep
- Workload
- Relationships
- Boundaries
- Physical activity
- Recovery habits
- Mindset

Write what you noticed.

Step 2

Lowest Recovery Capacity Score

My Lowest Score This Week

_____ / 50

Now ask yourself:

What happened that day?

Avoid judging yourself.

Simply observe.

Were there warning signs before my score dropped?

- Poor sleep
- Too much work
- Conflict
- Overthinking
- Too many commitments
- Lack of recovery
- Emotional overload
- Other:

Step 3

What Restored Me?

This may become the most important question you ask yourself all week.

Recovery is personal.

What restores someone else may do very little for you.

Look back over the week.

What genuinely increased your energy?

Check everything that applies.

- ☐ Good sleep
- ☐ Time in nature
- ☐ Exercise
- ☐ Quiet time
- ☐ Reading
- ☐ Music
- ☐ Meditation
- ☐ Time with loved ones
- ☐ Saying no
- ☐ Protecting my evenings
- ☐ Laughter
- ☐ Healthy meals
- ☐ Creative activities
- ☐ Doing less

□ Other:

The three things that restored me the most were:

1.

2.

3.

Step 4

What Drained Me?

Recovery improves faster when you remove unnecessary drains.

Think honestly.

What consistently reduced your energy this week?

Check everything that applies.

- ☐ Overworking
- ☐ Too much screen time
- ☐ Social media
- ☐ Poor sleep
- ☐ Conflict
- ☐ Overthinking
- ☐ Helping everyone
- ☐ Perfectionism
- ☐ Saying yes too often
- ☐ Worrying
- ☐ Skipping meals
- ☐ Constant interruptions
- ☐ Other:

The biggest energy drain this week was:

Step 5

What Will I Protect Next Week?

This is where awareness becomes action.

Choose just **one** area.

Not five.

Not ten.

One.

Finish these sentences.

Next week I will protect...

- ☐ My sleep
- ☐ My mornings
- ☐ My evenings
- ☐ My lunch break
- ☐ My weekends
- ☐ My recovery time
- ☐ My emotional energy

- My attention
- My boundaries
- Other:

The one boundary I will practice is:

One thing I will say **no** to is:

One thing I will say **yes** to is:

Weekly Recovery Snapshot

Complete the sentence with one word.

This week I felt...

- Energized

- Balanced
- Busy
- Overloaded
- Hopeful
- Drained
- Recovering
- Surviving

What surprised me most this week?

One Promise to Myself

Complete this sentence.

Next week, I promise myself that I will...

Sign your name.

Date

Key Takeaway

Every week teaches you something.

Some weeks teach you what strengthens your recovery.

Others teach you what quietly steals it.

Both are valuable.

Don't aim for a perfect week.

Aim for a more aware one.

Because every small adjustment you make today becomes more recovery available tomorrow.

PART 6

Monthly Capacity Review

See the Patterns You Can't See Day by Day

"A single day tells you how you feel. A month tells you how you're living."

One difficult day means very little.

Everyone has stressful days.

Everyone has poor nights of sleep.

Everyone experiences temporary fatigue.

That's why monthly reviews are so valuable.

They help you step back.

Instead of asking,

"How do I feel today?"

You begin asking,

"What direction am I moving?"

That question is far more powerful.

Because recovery isn't built in a day.

It's built over weeks.

Step 1

Review Each Week

Look back at your weekly scores.

Estimate your overall Recovery Capacity for each week.

Don't worry about being perfectly accurate.

Look for the general trend.

Week	Recovery Capacity
Week 1	_____ /50
Week 2	_____ /50
Week 3	_____ /50
Week 4	_____ /50

Step 2

Identify the Trend

Looking at all four weeks, which statement best describes your month?

- ☐ My Recovery Capacity steadily improved.
- ☐ My Recovery Capacity stayed fairly stable.
- ☐ My Recovery Capacity slowly declined.
- ☐ My scores fluctuated significantly.
- ☐ I'm not sure yet.

Step 3

What Changed?

Think about the month as a whole.

What events may have influenced your scores?

Check everything that applies.

- ☐ Increased workload
- ☐ Vacation
- ☐ Better sleep
- ☐ Poor sleep
- ☐ Family responsibilities
- ☐ Illness
- ☐ Exercise
- ☐ Healthier boundaries
- ☐ Relationship changes
- ☐ Travel
- ☐ Financial stress
- ☐ Less screen time
- ☐ More recovery

□ Other:

Which of these had the greatest impact?

Monthly Recovery Reflection

Complete each sentence.

The week I felt my best was...

Week _____

Why?

The week I struggled most was...

Week _____

Why?

The habit that helped me most this month was...

The habit that drained me most was...

Your Recovery Trend

Circle the arrow that best represents your month.

↑ Improving

→ Stable

↓ Declining

↕ Fluctuating

What does this trend tell you?

Recovery Wins

Take a moment to recognize progress.

Small improvements matter.

Complete these sentences.

This month I became better at...

- ☐ Saying no
- ☐ Protecting my evenings
- ☐ Resting
- ☐ Listening to my body
- ☐ Managing stress
- ☐ Asking for help
- ☐ Letting go of unnecessary responsibilities
- ☐ Limiting overthinking
- ☐ Protecting my time
- ☐ Other:

The change I'm most proud of is...

My Biggest Lesson

Every month teaches something.

Write your biggest lesson here.

Looking Ahead

Recovery isn't about looking backward.

It's about making one better decision tomorrow.

Complete these statements.

Next month I want to improve...

One habit I'll continue is...

One habit I'll reduce is...

One boundary I'll strengthen is...

Monthly Recovery Commitment

Finish this sentence.

Next month, I will protect my recovery by...

Capacity Snapshot

Rate your overall month.

Area	Score
Physical Recovery	____ /10
Mental Clarity	____ /10
Emotional Balance	____ /10
Healthy Boundaries	____ /10
Recovery Habits	____ /10

Monthly Recovery Score

Key Takeaway

Recovery is rarely transformed by one extraordinary day.

It changes through small decisions repeated over time.

When you review your month, don't ask whether it was perfect.

Ask something far more useful:

"Am I moving toward the life I want to have?"

If the answer is yes—even slowly—you are already recovering.

PART 7

Recovery Trends

Don't Watch Individual Days. Watch the Direction.

"Progress isn't always visible from one day to the next. It becomes obvious when you step back and look at the trend."

One good day doesn't mean you're fully recovered.

One difficult day doesn't mean you're burning out.

Your nervous system doesn't work in isolated moments.

It works in patterns.

That's why tracking trends is so valuable.

Instead of asking,

"How do I feel today?"

Begin asking,

"How have I been doing lately?"

The direction matters far more than the individual score.

This section helps you recognize those patterns before they become problems.

Trend 1

Energy

Is My Energy Increasing or Decreasing?

Look back over the past week.

Plot your average daily energy.

You don't need perfect numbers.

Simply connect the dots.

Weekly Energy Trend

Day	Score
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Saturday	_____
Sunday	_____

Reflection

My overall energy this week was:

↑ Increasing

→ Stable

↓ Decreasing

The biggest influence on my energy was:

Trend 2

Sleep

Did My Sleep Help Me Recover?

Sleep is one of the strongest predictors of Recovery Capacity.

Not simply how long you slept.

But how restored you felt after sleeping.

Rate your sleep quality.

Day	Score
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Saturday	_____
Sunday	_____

Reflection

Did better sleep improve my recovery?

- ☐ Yes
- ☐ Sometimes
- ☐ Not really

One habit that improved my sleep was:

Trend 3

Stress

How Heavy Did Life Feel?

Stress naturally rises and falls.

The goal isn't to eliminate stress.

The goal is to notice when stress remains high without adequate recovery.

Rate your overall stress each day.

Day	Score
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Saturday	_____
Sunday	_____

Reflection

What created the most stress this week?

Was any of that stress unnecessary?

Trend 4

Recovery

Did I Refill My Battery?

Recovery is active.

It doesn't happen automatically.

Look at your week.

How consistently did you restore your energy?

Day	Score
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Saturday	_____
Sunday	_____

Reflection

The activity that restored me most was:

One recovery habit I'd like to repeat next week is:

Trend 5

Identity

Did I Feel Like Myself?

This trend may become your most valuable indicator.

Ask yourself:

Did I recognize myself this week?

Or did I spend most of my time simply getting through the days?

Rate your sense of connection with yourself.

Day	Score
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Saturday	_____
Sunday	_____

Reflection

This week I felt...

- ☐ Fully like myself
- ☐ Mostly like myself
- ☐ Somewhere in between
- ☐ Somewhat disconnected
- ☐ Completely disconnected

What helped me feel most like myself?

Your Recovery Trend Dashboard

Complete this overview.

Area	Trend
Energy	⬆ → ⬇
Sleep	⬆ → ⬇
Stress	⬆ → ⬇
Recovery	⬆ → ⬇
Identity	⬆ → ⬇

Pattern Recognition

Now step back.

Look at all five trends together.

Ask yourself these questions.

Which trend improved the most?

Which trend concerns me the most?

Which trend deserves my attention next week?

What one small change could improve more than one trend at the same time?

The Power of Trends

Imagine two people.

One feels exhausted today but has steadily improved over the past two weeks.

The other feels fine today but has slowly declined every day for the past month.

Who should pay more attention?

Probably the second person.

Because trends reveal what isolated days hide.

That's why this tracker isn't about chasing perfect scores.

It's about noticing direction.

Small improvements repeated consistently become resilience.

Small declines ignored repeatedly become burnout.

Key Takeaway

Recovery isn't measured by your best day.

It's measured by the direction your life is moving.

Watch the trends.

Protect what's improving.

Respond early when something begins to decline.

Because burnout is rarely a surprise.

It is usually a pattern that went unnoticed for too long.

PART 8

Capacity Rules

Ten Simple Rules That Protect Your Recovery

"Recovery isn't protected by one big decision. It's protected by small rules you refuse to break."

By now you've learned how to measure your Recovery Capacity.

You've tracked your energy.

You've identified your patterns.

You've noticed what restores you—and what drains you.

The final step is simple:

Create a few non-negotiable rules.

Not dozens.

Just a handful of principles that help you make better decisions, especially on the days when you're tired and tempted to ignore your own needs.

Think of these as your personal operating system.

The less you have to debate with yourself, the more energy you save.

Rule 1

Never Ignore Three Bad Days in a Row

Everyone has bad days.

That's normal.

But three consecutive days of low Recovery Capacity usually mean something needs attention.

Don't tell yourself:

"I'll be fine."

Instead, ask:

What needs to change before tomorrow?

Three difficult days are a signal.

Listen while it's still a whisper.

Rule 2

Recovery Before Productivity

Your productivity depends on your capacity.

Not the other way around.

Many people try to earn rest by working harder.

Healthy recovery works differently.

You recover first.

Then you perform better.

Whenever you're unsure what to prioritize, ask:

"Will this increase my capacity—or reduce it?"

Choose accordingly.

Rule 3

Don't Wait Until You're Empty

Most people recharge only after they feel completely exhausted.

Imagine waiting until your phone battery reaches 1% before charging it every single day.

It wouldn't last very long.

Neither will you.

Recover while you still have energy.

Recovery is maintenance—not emergency repair.

Rule 4

Protect Recovery as Seriously as Work

Would you cancel an important meeting without thinking?

Probably not.

Treat your recovery with the same respect.

Schedule it.

Protect it.

Keep it.

Your future energy depends on it.

Recovery is not what you do after life.

It is part of life.

Rule 5

One Healthy Boundary Is Better Than Ten Good Intentions

You don't need to change everything.

One clear boundary practiced consistently will improve your life more than dozens of promises you never keep.

Ask yourself:

What's the one boundary that would protect the most energy this week?

Start there.

Rule 6

Small Leaks Become Big Problems

Burnout rarely arrives overnight.

It usually begins with small daily habits.

Skipping breaks.

Checking emails late at night.

Overthinking.

Helping everyone.

Sleeping too little.

One habit may seem harmless.

Repeated every day, it quietly changes your nervous system.

Never underestimate small leaks.

Rule 7

Listen to Your Body Before It Has to Shout

Your body always communicates in the same order.

First...

Whispers.

Then...

Signals.

Finally...

Symptoms.

Don't wait for the symptoms.

Respond to the whispers.

Fatigue.

Tension.

Brain fog.

Poor concentration.

Loss of motivation.

These are invitations to recover—not obstacles to push through.

Rule 8

Protect Your Best Energy

Not every hour of the day is equal.

Some people think most clearly in the morning.

Others are more creative in the evening.

Notice when your energy is naturally highest.

Protect those hours.

Use them for your most important work.

Don't waste your best energy on things that matter least.

Rule 9

Progress Beats Perfection

You don't need perfect scores.

You don't need perfect weeks.

You don't need perfect recovery.

You only need to move in the right direction.

One healthier decision today is better than waiting for the perfect Monday, the perfect month, or the perfect circumstances.

Recovery grows through consistency — not perfection.

Rule 10

Your Capacity Is Your Greatest Resource

People often protect:

Their money.

Their schedule.

Their possessions.

Their reputation.

But the resource that makes all of those possible is your capacity.

Without physical energy...

Mental clarity...

Emotional stability...

Nothing else works well.

Protect your capacity first.

Everything else becomes easier afterward.

My Personal Recovery Rules

Choose three rules that you want to live by.

Rule #1

Rule #2

Rule #3

These are the rules I'll return to whenever life becomes overwhelming.

Signature:

Date:

One Final Reminder

There will be weeks when you forget these rules.

Weeks when life becomes messy.

Weeks when your scores drop.

That doesn't mean you've failed.

It means you're human.

The goal is never to be perfect.

The goal is to notice sooner.

Recover sooner.

Adjust sooner.

Every time you return to these principles, you're strengthening something far more important than willpower.

You're strengthening your ability to recover.

Key Takeaway

Your Recovery Capacity is one of the most valuable resources you own.

Protect it before you desperately need it.

Because the healthiest life isn't the one where you never become tired.

It's the one where you know exactly how to recover before exhaustion becomes your normal.

FINAL

Your Personal Recovery Baseline

Know What "Healthy" Looks Like for You

"Recovery isn't about becoming someone else. It's about returning to the version of yourself that functions at your best."

One of the biggest mistakes people make is comparing themselves to others.

One person thrives on six hours of sleep.

Another needs eight.

One person enjoys a busy social life.

Another restores themselves through quiet.

One person recovers quickly.

Another needs more time after periods of intense stress.

None of these are right or wrong.

They are simply different.

That's why the most important number you'll ever track isn't someone else's.

It's your own.

Your **Recovery Baseline** is the level at which you naturally feel healthy, clear, emotionally balanced, and fully yourself.

Everything in this tracker has been preparing you to discover that baseline.

Once you know it, you'll notice much sooner when you're drifting away from it.

And you'll know when it's time to slow down, recover, and reconnect.

My Personal Recovery Baseline

Think back to a period when you genuinely felt well.

Not perfect.

Simply well.

Answer these questions.

When I feel at my best...

My Physical Energy is usually:

_____ /10

My Mental Clarity is usually:

_____ /10

My Emotional Stability is usually:

_____ /10

My Motivation is usually:

_____ /10

My Recovery Quality is usually:

_____ /10

My Healthy Recovery Capacity Score

_____ /50

This is my personal baseline.

Not someone else's.

Mine.

My Early Warning Signs

Before my energy drops significantly, I usually notice...

- ☐ I become impatient.
- ☐ I lose motivation.
- ☐ I sleep poorly.
- ☐ I overthink everything.
- ☐ I stop enjoying simple things.
- ☐ I isolate myself.
- ☐ I become emotionally reactive.
- ☐ I feel disconnected from myself.
- ☐ I constantly feel behind.
- ☐ Other:

These are the signals I promise not to ignore.

My Recovery Priorities

The three habits that protect my Recovery Capacity most are:

1.

2.

3.

My Personal Commitment

I understand that my Recovery Capacity will naturally rise and fall.

Instead of ignoring the signs, I will notice them.

Instead of waiting until I'm exhausted, I will recover earlier.

Instead of measuring my worth by how much I can carry, I will measure my wisdom by how well I protect my capacity.

Signature

Date

WORKBOOK

Daily Capacity Card

(Print one for each day.)

Date: _____

Today's Scores

Area	Score
Physical Energy	____ /10
Mental Clarity	____ /10
Emotional Stability	____ /10
Motivation	____ /10
Recovery Quality	____ /10

Recovery Capacity Score

_____ /50

Today's Overload

_____ /10

Today's Recovery

_____ /10

Today's Identity

_____/10

Today's biggest energy drain:

Today's biggest recovery win:

Tomorrow I will protect:

Weekly Dashboard

Week: _____

Day	Recovery Score	Overload	Recovery	Identity
Monday	_____	_____	_____	_____
Tuesday	_____	_____	_____	_____
Wednesday	_____	_____	_____	_____
Thursday	_____	_____	_____	_____
Friday	_____	_____	_____	_____
Saturday	_____	_____	_____	_____
Sunday	_____	_____	_____	_____

Highest Score

Lowest Score

One lesson from this week:

Monthly Dashboard

Month:

Week	Recovery Capacity
Week 1	_____
Week 2	_____
Week 3	_____
Week 4	_____

Overall Trend

↑ Improving

→ Stable

↓ Declining

Biggest improvement this month:

Biggest challenge:

Burnout Warning Checklist

Check any signs you've noticed this week.

- ☐ I wake up tired.
- ☐ I feel emotionally flat.
- ☐ Small tasks feel overwhelming.
- ☐ I struggle to concentrate.
- ☐ I feel constantly rushed.
- ☐ I'm saying yes too often.
- ☐ I'm sleeping poorly.
- ☐ I'm becoming cynical.
- ☐ I'm withdrawing from people.
- ☐ Nothing feels enjoyable.
- ☐ I'm reacting instead of responding.
- ☐ I don't feel like myself.

If you checked **five or more**, it's time to prioritize recovery —not productivity.

Recovery Wins

Recovery isn't only about noticing what's wrong.

It's also about recognizing what's improving.

This week I...

- Protected my boundaries.
- Rested without guilt.
- Said no when I needed to.
- Slept better.
- Asked for help.
- Took meaningful breaks.
- Reduced overthinking.
- Protected my evenings.
- Felt more like myself.

The win I'm most proud of is:

Identity Check

Take one minute.

Complete these sentences.

Today I felt most like myself when...

I felt least like myself when...

One thing that reconnects me with who I am is...

Red Flag Page

These are the signs that tell me I need recovery—not more effort.

My physical warning signs:

My emotional warning signs:

My mental warning signs:

When these signs appear, I promise not to ignore them.

Recovery Action Plan

What Will I Do When My Recovery Capacity Drops?

If my score stays below **30** for several days, I will:

- Protect my sleep.
- Reduce unnecessary commitments.
- Say no more often.
- Spend time outdoors.
- Limit screen time.
- Ask for help.
- Review my biggest energy drains.
- Return to my daily recovery habits.
- Slow down before my body forces me to.

My personal recovery strategy:

Final Reflection

One Year From Now...

Imagine you've continued using this tracker consistently.

How would your life be different?

Complete these sentences.

I hope I will have more...

I hope I will carry less...

The person I want to become is someone who...

Remember

Recovery is not something you finish.

It is something you protect.

Every score you record...

Every pattern you notice...

Every unnecessary burden you put down...

Is another investment in the life you're rebuilding.

One number won't change your life.

But one small decision, repeated every day, certainly can.

Dott. Gianmario Governato