



THE LIFE DRAIN AUDIT

16 Questions to Help You Identify What Is Draining Your Capacity

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Welcome

This worksheet is a companion to the Making Space for Me podcast episode, The Life Drain Audit: What's Really Draining You? Use it to identify where your time, energy, attention, and responsibility may be leaking - and what may need to shift so you can protect your well-being.

How to Use This Worksheet

Answer the questions honestly and gently. You do not need to fix everything at once. The goal is to gather information, identify the drains that feel most costly right now, and choose one realistic next step.

1. Time Drain

What is quietly eating up space in your day?

1. What keeps taking longer than it should?
2. What am I doing by default that may need a better rhythm or system?
3. What keeps interrupting my day?
4. Am I spending time on things that align with my real priorities, or am I just reacting to what is in front of me?

Remember

You can be busy from morning to night and still feel like you did not have time for what mattered.

2. Energy Drain

What leaves you feeling depleted after it is over?

5. What leaves me feeling depleted after it is over?
6. What do I dread before it even begins?
7. What do I need to recover from, even if it looks simple to everyone else?
8. What situations leave me feeling tense, irritated, emotionally heavy, or disconnected from myself?

Remember

Your calendar may show what happened, but it does not show how much of you it required.

Self-priority is not selfish - it is Stewardship.

3. Attention Drain

What is taking upspace in your mind?

9. What keeps replaying in my mind?
10. What feels unfinished, unresolved, or unclear?
11. What decision am I delaying because I am afraid of making the wrong choice?
12. If I could delete three things from my mental to-do list right now, what would they be?

Remember

Things taking up space in your mind even when you are not actively working on them..

4. Responsibility Drain

What are you carrying that may not fully belong to you?

13. Where am I saying "yes" externally while internally screaming "no"?
14. Where am I taking responsibility for someone else's tasks, emotions, comfort, or outcomes?
15. What expectation am I holding myself to that is unrealistic for my current season of life?
16. What am I doing because I believe, "If I don't do it, it won't get done"?

Remember

Sometimes "easier" in the moment becomes heavier over time.

The Capacity Pivot

Look back over your answers and circle the one to three drains that feel the most costly right now.

Not necessarily the biggest things - the most costly things. The things taking the most from your peace, focus, health, patience, or ability to feel present in your own life.

Ask Yourself

Do I need to release it, reduce it, receive support with it, or respond differently to it?

Release: What may need to be let go of completely?

Reduce: What may need to be simplified, minimized, or given less time and emotional energy?

Receive Support: Where may I need help, delegation, accountability, or a shared responsibility?

Respond Differently: What may not be able to change right now, but may need a different boundary, rhythm, or approach?

My Next Step

Need Support Sorting Through What This Audit Reveals?

Learn more about the Clarity & Capacity Reset: <https://www.otanthiawb.com/reset>