



# Calm Planning Worksheet

## *A Gentle Way to Think Clearly Without Pressure*

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### A Reassuring Start

Planning does not have to feel overwhelming.

This worksheet is designed to help you **slow your thoughts down**, reduce mental clutter, and make space for calm decision-making especially when learning something new online.

There is no right way to complete this.

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### What This Worksheet Is (And Is Not)

#### **This worksheet is:**

- A quiet place to think
- A tool for clarity, not productivity
- Something you can revisit anytime

#### **This worksheet is not:**

- A to-do list you must finish
- A goal-setting system
- A commitment to take action

You can fill out one section and stop. That is enough.





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### Section 1 — Where I Am Right Now

Take a moment to check in.

- ☐ I feel curious
- ☐ I feel cautious
- ☐ I feel overwhelmed
- ☐ I feel hopeful
- ☐ I feel unsure

One sentence:

Right now, I feel

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Naming how you feel helps reduce mental noise.





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### Section 2 — What Is On My Mind

Write down anything that feels unfinished or distracting.

- ☐ Something I want to understand better
- ☐ Something I feel pressure about
- ☐ Something I am unsure I should try

Notes:

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You do not need to solve these yet.



### Section 3 — What Actually Matters Right Now

Not everything deserves your attention today.

- ☐ Feeling safe online
- ☐ Understanding before acting
- ☐ Avoiding pressure
- ☐ Learning one small thing

One thing that matters most this week:

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Clarity often comes from choosing *less*.





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### Section 4 — A Pace That Feels Right

There is no rush.

- ☐ Slow feels right
- ☐ Very slow feels right
- ☐ I am not ready to decide yet

One sentence (optional):

This week, I give myself permission to

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Permission reduces stress.

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### Optional: Using ChatGPT to Think Calmly

If it helps, you can use **ChatGPT** as a thinking partner.

Try this prompt:

*Help me think through this calmly, without pressure or urgency.*

- ☐ I used this once
- ☐ It helped me slow my thinking

ChatGPT supports reflection - it does not make decisions for you.





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### **A Gentle Close**

If all this worksheet did was help you feel a little calmer, it worked.

You do not owe anyone speed.

You are allowed and should think.

Bob

