



Daily Capacity Tracker

A gentle way to notice energy, emotion, and sensory load

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Important note

This resource is intended to support understanding and good practice in neuro-inclusive workplace design. It provides general guidance and does not constitute legal, medical, or clinical advice. Organisations should apply the principles in line with their own policies, regulatory obligations, and professional judgement.

This tracker isn't about productivity.
It's about **listening earlier**, so your nervous system doesn't have to shout later.

You don't need to fill everything in.
You don't need to be consistent.
Even one glance counts.

When to use this

- First thing in the morning (to set expectations)
- Midday (before pushing through)
- Evening (to notice patterns)
- On hard days when nothing makes sense

Use it **once** or **several times**... whatever helps.

1. Right Now... Overall Capacity

Circle or note what fits *right now*:

- **High**... I have some room today
- **Medium**... I can manage, but not endlessly
- **Low**... I need to protect energy

Capacity is **not motivation**.
Low capacity does not mean low effort.

2. Energy Check

(Physical + mental energy)

Right now, my energy feels:

- Steady
- Tired but usable
- Drained
- Wired but exhausted
- Flat / heavy
- Up and down

Body notes (optional):

3. Emotional Load

(How much I'm carrying, not how "good" I feel)

Right now, my emotional load feels:

- Light
- Manageable
- Heavy
- Close to spilling over
- Numb / shut down

Anything contributing? (optional)

You don't need a reason for how this feels.

4. Sensory Load

(Often the hidden one)

Today, my sensory environment feels:

- Calm
- A bit much
- Overstimulating
- Draining
- Unpredictable

Main contributors (tick any):

- Noise
 - Light
 - Screens
 - People
 - Movement / travel
 - Temperature
-

5. Early Warning Signals

(Tick if present... even slightly)

- Irritability
- Foggy thinking
- Tension in body
- Restlessness
- Withdrawal
- Urge to rush or freeze
- Scrolling / zoning out

These are **signals**, not problems.

6. What Would Help Capacity Today?

(Even a little)

One small thing that might help:

- Fewer demands
- More quiet
- Slower pace
- A break
- Movement
- Rest
- Sensory support
- Dropping a task



Write one permission you can give yourself:

Aim for **10% better**, not perfect.

7. Expectation Reset

(This part matters)

Based on my capacity today, it's reasonable to expect:

Examples:

- “I’ll do one main thing.”
- “I’ll respond, not initiate.”
- “Today is a maintenance day.”

This is how you prevent burnout quietly.

8. End-of-Day Noticing (Optional)

Later, you might note:

- One thing that **used** capacity:

- One thing that **restored** capacity (even slightly):

Patterns show up over time... not in one day.

Important reminders

- Capacity changes hour to hour
- Needing rest doesn’t mean you’ve failed
- Functioning ≠ being okay
- Sensory load counts, even when invisible
- You’re allowed to adjust expectations mid-day

Listening early is a form of care.

How this helps (quietly)

Over time, this tracker can help you:

- notice burnout earlier
- understand your own rhythms
- stop blaming yourself for capacity dips
- plan with reality instead of pressure
- recover faster after hard days

No optimisation required.

Closing note

You don't need to earn rest.
You don't need to justify capacity.
You don't need to "push through" to be valid.

Checking in is not self-indulgence.

It's how you stay **whole**.

