



Emotional Capacity Tracker

*A gentle way to check how much you can give today...
emotionally, mentally, and physically.*

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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.

A soft orientation

This is not a productivity tool.
It's not a self-discipline check.
It's not a way to judge whether you're "doing enough."

This tracker exists to help you **notice capacity before you spend it...** especially if your energy fluctuates, your nervous system runs hot, or you've learned to override your limits to survive.

You can use this once.
You can use it daily.
You can ignore it entirely.

It's here to support *orientation*, not optimisation.

1. Capacity is not motivation

Before we begin, a reframe:

- Motivation asks: "*Do I want to do this?*"
- Capacity asks: "*Can my system afford this right now?*"

You can care deeply about something and still lack capacity for it today.
That's not a contradiction.
It's information.

2. How to use this tracker (optional)

You don't need to answer every question.
You don't need exact numbers.
You don't need to explain your answers to anyone.

A simple **notice-and-name** is enough.

You might check in:

- once in the morning
- before a demand
- after something draining
- or only when things feel off

There is no correct frequency.

3. Emotional capacity check

(How much emotional load can I hold today?)

You might gently ask:

- How reactive do I feel right now?
- How close to the surface are my emotions?
- Do small things feel heavier than usual?
- Do I have space for other people's feelings today?

You can mark this however feels easiest:

- Full / spacious
- Partial / limited
- Very low / protected

Or simply write a word:

“thin” · “steady” · “raw” · “contained” · “fragile”

4. Mental / cognitive capacity check

(How much thinking, decision-making, and focus is available?)

You might notice:

- How clear or foggy does my thinking feel?
- Do decisions feel manageable or overwhelming?
- Can I switch tasks easily, or does that feel costly?
- Does complexity feel tolerable or exhausting?

Again, no scoring required:

- Clear / available
- Patchy / selective
- Minimal / offline

Or a phrase:

“foggy but functioning” · “sharp but tired” · “offline”

5. Physical / somatic capacity check

(How much energy does my body have access to today?)

You might ask:

- How heavy or light does my body feel?
- Is movement easy, forced, or unavailable?
- Do I feel wired, collapsed, or somewhere between?
- How quickly am I fatiguing?

Markers might look like:

- Resourced
- Limited
- Depleted

Or:

“running on fumes” · “slow but okay” · “charged but brittle”

6. One integrating question

(optional, but often helpful)

After checking in, you might ask:

“Given this capacity, what kind of day is possible... not ideal?”

This shifts the focus from:

- what *should* happen

to:

- what *fits*.

Sometimes the answer is:

- fewer interactions
- simpler tasks
- more buffering between demands
- permission to postpone
- doing one thing slowly

Sometimes the answer is:

- this is not a giving day

All answers are allowed.

7. What often drains capacity faster than expected

You might notice capacity drops more quickly when:

- you're masking or monitoring yourself
- there's emotional unpredictability
- you're holding unspoken tension
- transitions are rushed
- rest comes with guilt

Not as criticism... just as pattern recognition.

8. What often protects capacity

(not prescriptions)

Capacity is often preserved by:

- reducing decision load
- increasing predictability
- limiting emotional labour
- spacing tasks with recovery
- allowing "good enough"
- being believed without explanation

These are supports, not requirements.

9. If capacity is very low today

If everything feels scarce, this matters:

Low capacity does **not** mean:

- you're failing
- you've regressed
- you're being dramatic

It usually means:

- something has already been spent

- your system is protecting itself
- recovery is in progress, even if it doesn't feel restful

Doing less can be the regulated choice.

A closing permission

You do not need to justify your capacity.

You do not need to push until you collapse.

You are allowed to:

- give less than you planned
- change your mind
- choose containment over contribution
- let today be quieter than expected

This tracker doesn't ask for output.

It simply offers language...
so you can meet yourself where you are,
not where you think you're meant to be.

