

FREE PRINTABLE TOOLKIT

The Back-Pocket Toolkit

Companion tools from [Burned Out on the Floor](#)

Twelve printable tools for people who cannot work from home: sleep against a rotating schedule, recovery inside a thirty-minute break, overtime you can't afford to take or refuse, and the schedule request that actually gets answered.

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Print it, fill it in, keep it where the problem happens.

How to use these

These are the twelve tools from the book, one per page, sized for a phone screen or a back pocket rather than a wellness retreat.

Four rules make them work:

- Print the page you need. Filling one in by hand beats reading all of them.
- Write what happened, not what you concluded. Facts survive a second reader; verdicts do not.
- Leave blanks where you do not yet know. A blank is information.
- Use the smallest tool that fits the problem. Reaching for the biggest one is usually avoidance.

None of these produces a diagnosis, a legal answer, or a guaranteed workplace result. What they produce is a clearer description of what is happening — which is what every useful next step needs.

General information only. Not medical, mental-health, legal, or financial advice. None of these tools diagnoses anything. If symptoms are persistent, worsening, or affecting your safety or daily functioning, take the pattern to a qualified professional rather than to a worksheet.

The Burnout Pattern Check

This is a reflection tool, not a diagnostic test. It has no score and no cutoff. If

symptoms are persistent, worsening, broad, affecting safety or daily functioning, or causing concern, take the pattern to a qualified health professional.

Date and shift

What was happening at work?

Task, staffing, pace, schedule, customer load, physical conditions, or conflict.

Energy: What felt different from your usual tired?

Distance: What did you stop caring about, avoid, or resent?

Work confidence: What felt harder, slower, or less reliable than usual?

What happened in the previous twenty-four hours?

Did it ease away from work? What changed?

What is the next reasonable route?

- ☐ Notice the pattern again
- ☐ Take available recovery time
- ☐ Document a work condition
- ☐ Raise one specific issue
- ☐ Use a safety or workplace process
- ☐ Bring the pattern to a qualified professional

One sentence for the file

“The pattern I want to understand is .”

Repeat only long enough to see a pattern. This tool is not a new shift.

The Mismatch Map

This is a work-condition map, not a burnout test. Mark what fits your current month. Do not total a score.

Workload — volume, pace, complexity, physical or emotional demand,

recovery

Current fit: ☐ Mostly fits ☐ Strained ☐ Badly mismatched ☐ Not sure

One dated example:

Control — schedule, method, pace, task, break timing, voice

Current fit: ☐ Mostly fits ☐ Strained ☐ Badly mismatched ☐ Not sure

One dated example:

Reward — pay, respect, recognition, security, development

Current fit: ☐ Mostly fits ☐ Strained ☐ Badly mismatched ☐ Not sure

One dated example:

Community — support, trust, conflict, belonging, backup

Current fit: ☐ Mostly fits ☐ Strained ☐ Badly mismatched ☐ Not sure

One dated example:

Fairness — rules, exceptions, schedules, overtime, discipline

Current fit: ☐ Mostly fits ☐ Strained ☐ Badly mismatched ☐ Not sure

One dated example:

Values — the gap between good work and what the job requires

Current fit: ☐ Mostly fits ☐ Strained ☐ Badly mismatched ☐ Not sure

One dated example:

My top two this month: 1. 2.

Twenty percent better would look like

The next honest route

- ☐ Recovery move
- ☐ Work-process move
- ☐ Professional support
- ☐ Stay/go

evidence

Map the job you have, not the job described at orientation.

The Two-Week Note

Observation tool only — not a burnout, depression, anxiety, sleep, or medical test.

Use it to describe a pattern to a qualified professional. Do not delay urgent help to finish it.

Why I am booking now (one sentence)

When I first noticed the change:

Daily note — repeat for 14 days in your phone or on paper

Date / shift:

Sleep opportunity: to Estimated sleep:

Main changes today (energy, mood/interest, worry/tension, physical)

Where they showed up: ☐ Work only ☐ Away from work too ☐ Unsure

Effect on function or safety (mistakes, driving, care, lifting, home tasks)

Anything relevant that changed today (schedule, illness, health or medication

information, substance use, major stressor)

Bring this summary to the appointment

The pattern I see:

What seems to help or worsen it:

What I am most worried about:

Questions I want answered

1. What possibilities are you considering?

2. Does anything here need physical assessment, testing, or referral?

3. What should make me seek urgent help?

4. If this does not improve, when and where should I follow up?

Two weeks is a manageable snapshot, not a diagnostic threshold. Bring the note sooner if symptoms are worsening or safety is affected.

The Shift-Sleep Planner

Planning tool only—not a sleep assessment or treatment plan. If sleepiness or sleep

problems are persistent, worsening, or affecting driving, safety, or daily

functioning, take the record to a qualified professional.

My next three shifts

Shift 1: to Commute/home-ready:

Shift 2: to Commute/home-ready:

Shift 3: to Commute/home-ready:

Day-shift template

Required wake time:

Main sleep opportunity: to

What keeps taking the start of that block?

One protection I can test:

Night-shift template

Main sleep opportunity after work: to

Optional planned nap, if safe and workable: to

Last caffeine / test cutoff: /

Light on purpose while awake:

Darkness/noise protection for sleep:

Rotating-shift template

Hardest transition:

Possible overlap/anchor across the change: to

Is the gap itself too short? ☐ No ☐ Yes ☐ Not sure

What I need to record or request:

One variable for this roster cycle:

What actually happened:

Next route

- ☐ Keep testing one variable
- ☐ Document the schedule gap
- ☐ Make a schedule request
- ☐ Use a safety process
- ☐ Bring the record to a qualified professional

A planner can protect available time. It cannot create time the schedule removed.

The Break Menu

Build this once. Use one item per break. The goal is not a perfect break; it is a real change in demand.

If my body has been repeating the same task

My change of position or safe movement:

If people have been taking everything out of me

My quieter place or lower-input option:

My one-line boundary: ""

If my attention is scattered

My low-decision activity:

If I am replaying an interaction

What happened:

What needs action:

What can wait:

My two-minute doorway after work

First home action:

Work item I am deliberately leaving until the next shift:

Did the break change anything?

- ☐ A little better
- ☐ About the same
- ☐ Worse — choose a different demand next time
- ☐ The break was delayed, interrupted, or did not happen

If the break failed structurally

Scheduled: Actual: Interruption/reason:

A micro-break may soften fatigue. It cannot replace recovery time the job did not provide.

The End-of-Shift Body Scan

Not a diagnosis or an injury test. Use this to describe a pattern to a supervisor, safety representative, occupational-health service, or qualified healthcare professional.

Date / shift: Work area:

Where did I notice a change?

What task or condition was present?

When did it begin?

Across the shift, it

- ☐ Eased
- ☐ Stayed about the same
- ☐ Returned sooner after a pause
- ☐ Worsened
- ☐ Continued after work

Did it change how I worked or what I could safely do?

Equipment / heat / cold / noise / pace detail worth recording

Next route

- ☐ Observe and record the next shift
- ☐ Report the task or condition
- ☐ Use the workplace safety process
- ☐ Ask for equipment/setup review
- ☐ Take this record to a qualified professional

Reported to / date / response

The purpose is not to prove toughness or diagnose harm. It is to stop a changing pattern from disappearing.

The Overtime Decision Card

This is a work-and-recovery check, not financial advice. It does not decide for you.

The offer

Date / hours: Pay or premium confirmed:

Is it voluntary? ☐ Yes ☐ No ☐ Unclear — ask

1. What specific job will the extra money do?

2. What comes before and after?

Current obligation ends: Home-ready:

Next obligation starts: Real sleep/recovery window:

3. What else does this yes cost or change?

- ☐ Sleep / recovery
- ☐ Childcare / caregiving
- ☐ Transport / food cost
- ☐ Appointment / family commitment
- ☐ Physical or safety concern already present

Other:

4. Is there a smaller yes?

- ☐ Fewer hours
- ☐ Different start/end
- ☐ Different day
- ☐ Take it only if the next shift changes
- ☐ No workable smaller yes

My answer

- ☐ Yes — necessary
- ☐ Yes — optional and worth the trade
- ☐ Smaller yes: _____
- ☐ No — protects: _____
- ☐ I need qualified financial/benefits/debt help beyond this card

Afterward: what did the decision actually cost or solve?

The goal is not fewer yeses. It is fewer automatic ones.

The Vent Budget

A crew boundary, not a clinical tool or a scientifically proven five-minute dose.

What happened — one pass

What did it leave behind?

- ☐ Anger
- ☐ Fear / safety concern
- ☐ Embarrassment
- ☐ Shaking / rattled attention
- ☐ Exhaustion
- ☐ Other: _____

What do I need now?

- ☐ Five minutes to be heard
- ☐ Backup / position swap
- ☐ Supervisor or security handoff
- ☐ Incident documentation
- ☐ Appropriate professional/support route
- ☐ No action — close the replay for this shift

My boundary line

"I can help with .

I can't continue while ."

My backup line

"I need you to take this interaction now because

."

If I am the listener

- ☐ I have five minutes now
- ☐ I can listen after shift
- ☐ I do not have capacity; route to: _____

If this is a repeat pattern

Date: Person/area: Reported to: Result:

Support the person. Then choose the route. The crew does not have to carry the same incident all night.

The Schedule Request That Gets Answered

Fill this in before you send anything. If a line stays blank, the request isn't ready.

What I'm asking for (one specific change)

The evidence (dates from posted schedules, not feelings)

What I'm offering (the trade that makes yes easier)

Where I'm sending it (the channel that counts as official here)

When I've asked for an answer by

If the answer is no, my follow-up question is

"What would need to change for this to be possible later?"

Ledger line (fill in after): Asked on . Answer: ☐ Yes ☐ No ☐

Absorbed into silence — followed up on .

One ask at a time. A request with three asks in it gets zero answers.

The Drowning Conversation Card

Use this to prepare a work conversation, not to decide whether speaking up is safe.

The one pattern I am raising

Two or three dated examples

1.

2.

3.

Effect on safe, consistent, or sustainable work

My one feasible ask

- ☐ Priority decision
- ☐ Resource / backup
- ☐ Time-limited trial
- ☐ Next formal route

Ask:

Opening line

"I need minutes to discuss ."

If the conversation becomes about my attitude

"I'm willing to discuss how I'm working. I still need an answer about ."

Answer requested by:

Afterward

- ☐ Send a short written summary
- ☐ Record the answer or no answer
- ☐ Use the next appropriate route

The Stay/Go Ledger

A decision record, not a score and not a command to leave.

The repeated condition

What I tried, with dates

The response

- ☐ Yes
- ☐ No
- ☐ Partial
- ☐ Silence
- ☐ Temporary
- ☐ Formal route

What actually changed over the next weeks:

Cost of staying

Income / schedule / body / relationships / values / other

Cost and risk of leaving

Pay gap / benefits / references / commute / caregiving / uncertainty / other

My workable-enough test

1.

2.

Review date:

Current decision

- ☐ Stay and retest
- ☐ Change something inside the job
- ☐ Build an exit option
- ☐ Get qualified advice before deciding

The Keep-Three Card

Three is a practical limit, not a scientifically superior dose.

1. During the shift

Practice:

My minimum version on a bad week:

2. Around the schedule

Practice:

My minimum version on a bad week:

3. For the larger direction

Practice / conversation / professional route:

My minimum next step:

The top mismatch these three address

- ☐ Workload
- ☐ Control
- ☐ Reward
- ☐ Community
- ☐ Fairness
- ☐ Values

Review date:

At review

- ☐ Keep
- ☐ Make smaller
- ☐ Replace
- ☐ Move to a structural action

If the old pattern returns, I will first check

- ☐ What changed at work
- ☐ What changed outside work

- ☐ Which practice disappeared first
- ☐ Whether I need professional assessment or support

Before You Put This Book Down

If this book helped you name something, ask for something, or stop blaming yourself for something the job keeps producing, please consider leaving an honest review where you bought it.

Reviews help practical books reach workers who are searching at the end of a shift and do not have patience for a miracle pitch.

Thank you for reading—and for the work you do that cannot be moved to a quieter room.

The Other Side of the Schedule

If you supervise people, *You're the Supervisor Now* is the companion guide for the other side of this desk.

It covers the conversations frontline supervisors are expected to handle before anyone teaches them how: attendance, performance, defensiveness, conflict, fairness, documentation, and knowing when a problem has outgrown informal coaching.

The two books share one idea: clear beats perfect, and followthrough makes it real.

About the Author

Andrew Stinson writes practical field guides for people handed responsibility—or exhaustion—before anyone hands them a map.

His management experience includes leading frontline service teams where scheduling pressure, physical work, customer expectations, missing resources, and difficult conversations meet in real time. His work focuses on clear language, fair documentation, useful tools, and the line between what one worker can change and what belongs to the system around them.

He is also the author of *You're the Supervisor Now*.