

A Pause Button for Overwhelmed Leaders

The Reflective Leader Journal

inboTM

Why Pause?

Hey there,
You're holding it together, barely.
Navigating nonstop change. Supporting everyone else.
And wondering when exactly you last had a real break.
This isn't a productivity planner. It's your leadership exhale.
A space to slow down, reset your brain, and reconnect with
yourself, so you can lead with more clarity, presence, and purpose.

This journal isn't another thing to do. It's here to give you your mind
back. Because leading doesn't mean losing yourself.
Leadership isn't just about what you do. It's about how you show
up. And that takes space, space to think, to feel, to breathe.

Reflection isn't a luxury. It's a leadership muscle.
Used consistently, it helps you:

- Make better decisions
- Spot patterns before they escalate
- Show up with more calm, courage, and care

Research shows that regular reflection improves performance,
builds resilience, and makes you a more trusted leader.
So whether you've got 2 minutes or 20, this space is yours.
Find a quiet corner. Light a candle. Make a tea. Put on your cozy
sweats.

Let's begin.

How To Use This Journal

Use this journal when you need to pause, breathe, and find your way back to yourself. There's no right or wrong way to do it.

You might...

- Fill out a whole page and feel clear again.
- Scribble a single word and let it be enough.
- Light a candle, answer one question, then take a nap instead.
- Come back to it daily, weekly, or just when everything feels too loud.

This is a tool to help you reflect and to meet you where you are at.
Whatever you choose: trust it.
That's leadership, too.

Daily Check-In

For when you've got 5–10 minutes and want to align or need a reset.

Today, I'm noticing...

(What's in your head or heart right now?)

→

What feels most important to focus on today?

→

What's one thing I can let go of or not do?

→

What do I need to feel grounded or clear?

→

Who might need a little extra support from me today?

→

End of day reflection (only if you feel like it!):

What's one thing I'm proud of or grateful for?

→

Weekly Reflection

For reconnecting with the big picture.

What felt meaningful this week?

→

Where did I feel tension or friction?

→

What am I avoiding or procrastinating on, and why?

→

What's energizing me right now?

→

Where do I need to reset expectations, of myself or others?

→

What's one small thing I want to try next week?

→

Monthly Reset

Use this as a monthly pulse check.

Where am I showing up aligned, and where am I not?

→

What patterns or habits am I noticing?

→

**What's one thing I want to reclaim this month?
(Time, energy, a boundary, a project...)**

→

What does my team need more of from me?

→

How am I taking care of myself as a leader?

→

Decision Clarity

Use this when you're stuck in the fog or spiralling on a tough call.

What's the real decision I need to make?

→

What are the facts?

→

What's the fear?

→

What values do I want to lead with in this situation?

→

What would future-me thank me for doing?

→

When Things Feel On Fire

Use this when you're completely #%^#@ overwhelmed.*

What's actually urgent, and what's just loud?

→

What am I carrying that is out of my control?

→

What can I say no to (or not right now)?

→

What do I need right now in this moment?

(Sleep? A walk? A venting session? Clarity on priorities?)

→

What's one next small step I can take?

→

Leadership Presence Check-In

For when you need to recalibrate how you're showing up.

How do I want my team to feel around me right now?

→

Am I creating safety, clarity, and consistency, or confusion and urgency?

→

What's the energy I'm bringing into the room (or Zoom)?

→

How can I model what I want to see?

→

What would "lead with care" look like today?

→

Tiny Practices for Tender Days



Permission Slip

write yourself a permission slip “I give myself permission to... be a mess. To care less. To care more. To step back. To not have all the answers.”



Ritualize Softness

take a break, drink water, put your hand on your heart and remind yourself you’ve got your own back. Tend to yourself even if just for a minute.



Move A Muscle, Change a Thought

walk to the end of the block. Stretch for 30 seconds. Let your body say what your mouth can’t.



Throw a Pity Party (Seriously)

Cue the blues. Pull out the tissues. Let it suck. Name it. Feel it. Grieve it. Because pretending everything is fine is exhausting.



Mirror Check-In

Find your reflection. Look into your own eyes and say (out loud): “Hi. I see you. You’re doing your best. That’s enough for today.”



Burn the Bullsh*t (Safely)

Write down one thing you’re tired of pretending, holding, or performing. Rip it up. Burn it (in a safe place). Let it go, symbolically, physically, emotionally.

If You Want More **inbo**TM

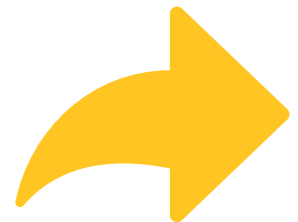
**Thank you for taking the time to reflect.
We're here for you if you need us, no pressure!**

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- Coaching support
- To bring a training to your org
- Design an experience for your team

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