



Pause – Feel It Before You Fix It

Personal P.I.V.O.T.™ Pause Worksheet

Use this worksheet in the moment of impact when your thoughts are racing, your body is in alarm, or you feel pressure to figure everything out immediately. It is not designed to help you process every emotion in one sitting. **It is designed to help you begin.**

Give yourself permission to pause for as long as you need. That may mean a few minutes or a few days. Fully processing what the change has stirred up may take weeks or even months, and you can return to this worksheet whenever you need it. The purpose is not to solve the whole change and all the challenges it brings right now. It is:

- To create space to surface and begin processing the feelings the change has stirred up. Acknowledge them. Name them. Give yourself permission to truly feel them instead of suppressing or rushing past them.
- Then discern whether your alarm is pointing to immediate danger or whether your mind and body are reacting to the discomfort and uncertainty of change.
- The above can help your mind and body begin to settle. Once you feel steadier, you will be able to see more clearly what is actually happening.
- It is only from that place that you should decide what you need next.

Important This is a self-reflection tool, not a substitute for emergency, medical, or mental health care. If you may be in immediate danger, cannot keep yourself safe, or face an urgent health, legal, financial, or relationship concern, pause this worksheet and seek appropriate help.

The Change I Am Pausing With

What change or uncertainty is activating me right now?

Date

Intensity right now
(most)

/ 10 (1 is least, 10 is most)



1 Notice Feel and Name What Is Here

Before I decide what these feelings mean or try to calm them, I will pause long enough to notice what is here. I do not need to justify, judge, suppress, or fix anything yet.

What am I feeling right now? Check all that feel true.

- ☐ Afraid ☐ Angry ☐ Sad ☐ Overwhelmed
☐ Confused ☐ Disappointed ☐ Grieving ☐ Numb
☐ Ashamed ☐ Relieved ☐ Hopeful ☐ Something else:

Where do I feel this in my body?

What seems to have stirred up this feeling?

What is it about this change that hurts, scares, angers, or overwhelms me most right now?

Naming a feeling does not mean it must control what I do next. I am simply allowing it to be acknowledged.

Can I give myself permission to feel this for a moment without needing to act on it or make it go away?

- ☐ Yes ☐ Not yet ☐ I may need support to do this



2 Check What Kind of Alarm This Is

Before calming myself, I will check whether my alarm is pointing to immediate danger or to the discomfort and uncertainty of change.

- ☐ There is an immediate safety or urgent practical concern. I need appropriate help or information before I continue.
- ☐ I am physically safe right now, but my mind or body is reacting as though I must solve everything immediately.
- ☐ I am not sure yet. I will slow down and get enough information or support to make that distinction.

What does this alarm appear to be protecting me from?



3 Separate What Is Happening From What My Mind Is Predicting

Write only what you know in the first column. Put interpretations, predictions, and worst-case scenarios in the second.

What I know right now	What my mind is adding

Stop: I realize now that what my mind is adding is just that – in the mind. There is no evidence that it will happen in the future. I am better off letting go of those fears now and know that IF a real danger or crisis occurs, I will know what to do then. For now, I am going to focus on now: what is actually happening.

► Watch: [I Am Safe](#) (2 mins)

4 Give My System A Moment To Settle

Now I begin to release the intense feelings. I do not need to force calm; I am simply giving my system a little more space. Choose one these options to practice. Feel free to do more than one if you have time or inclination.

- ☐ Feel my feet on the floor for 30 seconds. Then look around and name five things I can see.
- ☐ Focus on my breathing. Let my exhale become slightly longer than my inhale for five gentle breaths.
- ☐ Place a hand where I feel the alarm and say: "In this moment, I am safe enough to pause. I do not have to solve everything right now."

Still need a little extra support settling your system?

► Watch: [How To Disarm Those Racing Thoughts](#) (42 seconds)

After completing the practice I chose, answer: what shifted, even slightly? How do I feel now?



5 Make The Change Smaller For Now

I am not asking myself to solve the entire future. I am reducing the overwhelm by identifying what belongs to this moment and what doesn't.

What truly needs my attention right now or today?

What can safely wait?

What is one small thing I can decide, do, or ask for that would make things feel more manageable right now?

What is one small thing I enjoy doing that I am going to do in the next couple of hours? Remember, joy heals.

▶ A little nudge from me: [Joy Heals. Just Do What Lights You Up Today.](#)

6 Check Again

Intensity now / 10

Change from before points

What feels clearer now?

What do I need next?

- ☐ More Pause. My system still needs time, rest, grounding, information, or support. *If so, do nothing for the rest of the day and maybe re-do this worksheet or the supporting videos a bit later.*
- ☐ Next P.I.V.O.T.™ worksheet. I can now see a deeper identity, capability, fear, or letting-go trip-up.
- ☐ One manageable next step. I am steady enough to move without needing the whole path.

Key Pause reminder: I do not have to solve everything while I am panicking or feeling overwhelmed. It is OK for me to do nothing for a bit without feeling guilty. I cannot make good decisions or see the path clearly while I am feeling intense emotions. **I GIVE MYSELF PERMISSION TO PAUSE FOR AS LONG AS I NEED TO.**