

When the Battery Won't Charge: Recharge Planning Tool

Purpose: To help individuals and teams identify signs of burnout, reflect on what's draining them, and take SEL-aligned steps to reset, recharge, and re-engage—personally or professionally.

Instructions for Use:

Use individually or with a team during a planning day, staff meeting, or self-reflection session.

Choose one area to focus on at a time or work through all five steps.

Revisit and update this tool weekly or monthly to stay grounded and recharged.

Recharge Action Planner

Step	SEL Area	What I'm Noticing (feelings, patterns, stressors)	What I Need Right Now (emotional, logistical, relational)	Action That I'll Try This Week	Support or Resources Needed
1. Pause & Diagnose	<i>Self-Awareness</i>				
2. Clear the Clutter	<i>Self-Management</i>				
3. Reconnect to a Power Source	<i>Relationship Skills</i>				
4. Update My Operating System	<i>Responsible Decision-Making</i>				
5. Charge in Small, Real Ways	<i>Self- and Social Awareness</i>				



Optional Prompts for Reflection or Sharing

What's currently draining my energy most?

What's one thing I can let go of this week?

What's one thing I need permission to stop doing or to reimagine?

What is a 5-minute habit that could bring joy or relief today?

For Teams

Use this as a guided protocol in small groups or PLCs.

Encourage each person to complete the chart privately, then share one insight or action step.

Leaders can collect anonymous data to identify trends in staff wellness needs.

[Download a fillable Recharge Action Planner Template in rich text format \(.RTF\)!](#)

[Download a fillable Recharge Action Planner Template as a Google Document!](#)

