

THE INVISIBLE WORKLOAD CHECKLIST

Welcome to your gentle self-assessment for women balancing business, home and everything in between. Sometimes, the mental load builds so gradually that we stop noticing just how much we're carrying.

This checklist has been designed to help you pause for a moment and recognise the visible and invisible workload that may be quietly taking up your time, energy and headspace.

There are no right or wrong answers here - no judgment and no pressure.

Simply tick the statements that feel familiar.



SECTION 1: WORK & BUSINESS ADMIN

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| ☐ | My inbox feel overwhelming. |
| ☐ | I regularly flag emails to 'deal with later'. |
| ☐ | I reply to work messages outside business hours. |
| ☐ | I spend evenings or weekends catching up on work admin. |
| ☐ | I struggle to stay on top of appointments, scheduling or follow-ups. |
| ☐ | I postpone bookkeeping, invoicing or paperwork because I don't have the mental energy. |
| ☐ | I feel like I spend more time organising work than actually doing it. |
| ☐ | My to-do list never really feels finished. |

- ☐ I often feel mentally distracted while working.
- ☐ I reply to work messages outside business hours.
- ☐ I know I need support, but I keep trying to manage everything alone.

SECTION 2: LIFE ADMIN & MENTAL LOAD

- ☐ I mentally keep track of appointments, reminders and schedules for other people.
- ☐ I often feel responsible for remembering everything.
- ☐ My brain feels like it always has 'too many tabs open'.
- ☐ I struggle to switch off properly, even when I'm finished working.
- ☐ I often think about tomorrow's tasks before today has finished.
- ☐ I feel guilty when I rest because there's always something that needs doing.
- ☐ I regularly multitask because it feels like there's no other option.
- ☐ I sometimes feel mentally exhausted by small tasks.
- ☐ I feel like I'm constantly "catching up".
- ☐ I rarely feel fully present because my brain is already thinking ahead.

SECTION 3: HOW IS THIS AFFECTING YOU?

- ☐ I feel mentally drained more often than I used to.
- ☐ I struggle to focus properly.
- ☐ I feel overwhelmed by small things.

- ☐ I find it difficult to prioritise.
- ☐ I sometimes avoid tasks because everything feels too heavy.
- ☐ I feel like I'm carrying too much alone.
- ☐ I feel behind, even when I'm constantly busy.
- ☐ I don't always enjoy my business as much as I used to.
- ☐ I know something needs to change.



YOUR REFLECTION

If you ticked more boxes than you expected, you're certainly not alone.

For many women, the invisible workload builds quietly over time until juggling everything simply becomes 'normal'. But just because something feels normal doesn't mean it's sustainable.

Support won't remove every responsibility from your plate, but it can help make life and business feel lighter, calmer and more manageable.

Sometimes, the first step is simply recognising how much you've been carrying.



A GENTLE REMINDER

You do not have to earn rest.

You do not have to reach breaking point before asking for support.

And you do not have to carry everything alone.



NEED SUPPORT?

If this checklist felt familiar and you'd like support with admin, organisation or reducing some of the mental load that comes with balancing business and life, there is help out there.

Support may include:

- Inbox and diary management
- Scheduling and appointments
- Admin organisation
- Bookkeeping admin
- Data entry
- Document management
- General business support

And if you're based in the Midlands, or would like help remotely then let's have a chat.



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