

## Example Kaizen Worksheet

### Kaizen for Wellbeing: Navigating Change One Small Step at a Time

This worksheet helps you apply the powerful Kaizen principles to make positive changes in your mental health and wellbeing. Remember, it's all about small, consistent steps to build lasting habits and gently navigate change without feeling overwhelmed.

Date: 12th of August, 2025

#### Identify Your "Big Picture"

- What broad area of your wellbeing do you want to improve or change? (e.g., reduce stress, improve sleep, manage negative thoughts, increase self-care)

#### My Big Picture Goal:

To increase Self Care

#### Step 1: Choose a Micro-Problem

- What is one, tiny manageable aspect of the larger problem?

*(It's easier to start with the big and obvious problem, then break it down until you arrive at the micro-problem):*

**The big problem is:** Not enough time for myself (**because**) of putting others and things before my own needs (**because**) I feel guilty spending time on myself (**because**) I believe I should always be busy doing something (**because**) I feel lazy and fear being judged.

Micro-problem: Fear of being judged if I spend time on myself.

#### Step 2: Ask Small Questions

- "What's the  *tiniest* thing I could do  *right now* to create a moment of calm?"

I can sit down and do two belly breathing practices

#### Step 3: Take Small Actions *(working towards the big picture goal)*

- The actions should be so small that failure feels almost impossible.

1. Create five minutes each day for me by:
2. Set my five minutes of self-care on my smart phone calendar
3. Create an alarm to remind me ten minutes before 'my time'
4. Ensure that I have a list of options to choose from for my self-care time
5. Create the list of self-care options and make sure they are to hand
6. Create a door notice to let my family know not to disturb me

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### Step 4: Reward Small

- **Acknowledge and celebrate even the smallest achievements.**

1. Thank myself for showing up for 'me'
2. Have a cup of hot chocolate or a herbal tea
3. Take a walk around the garden - mindfully
4. Check off today on the 66 Day Challenge sheet
5. Buy a new book at the end of the 66 days! 😊

### Step 5: Focus on Small Problems

- **Zoom in on the smallest, most immediate problem you *can* solve.**

The most immediate problem I can solve is to take five minutes of self-care time every day, and over time, understand and believe that I am worthy of my own attention.

*( I can't immediately fix the inherent sense that I feel judged when I spend time on myself, but by taking action to address this, one small step a day, I may begin to learn that my needs are important, too)*

### Step 6: Recognise Small Moments

- **This increases awareness and gratitude.**

1. How do I feel before the five minutes?
2. How do I feel after the five minutes?
3. Have I noticed a change in my behaviour, patience and wellbeing?
4. Do I feel less bothered about what others think when I take time to myself?
5. Perhaps I can jot down how I feel in a diary after each of my five minutes to increase awareness and gratitude?

**Once you have a plan, remember to chart it using the 66-Day Kaizen Challenge Calendar to measure your progress and celebrate your achievements!**