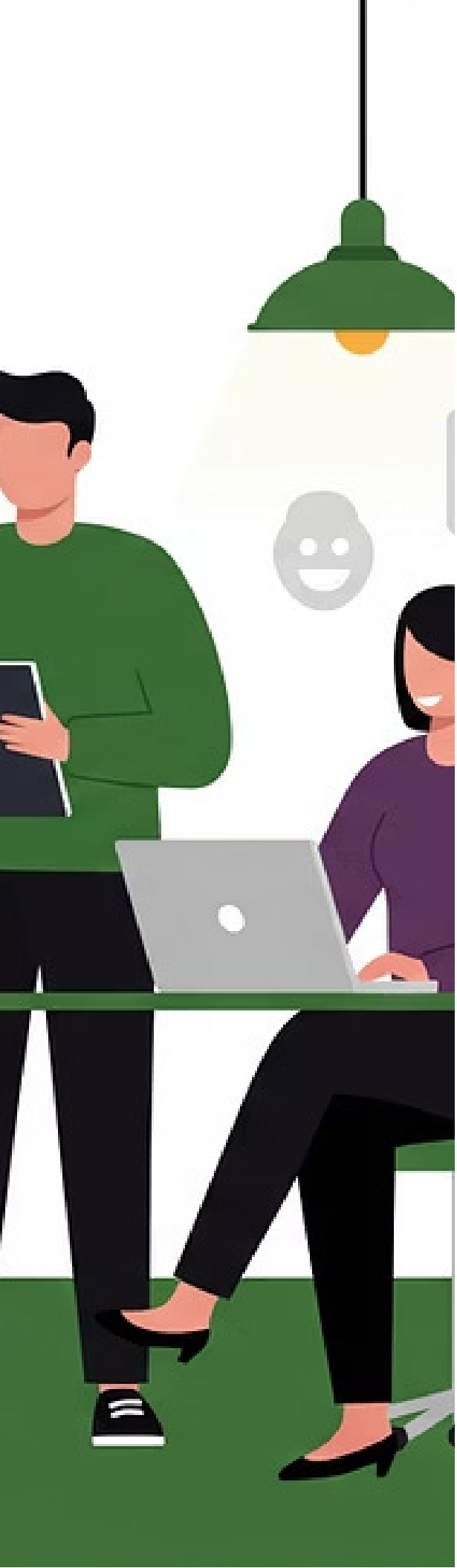


DEI Sustainability Planning Workbook

Protect Your Energy. Sustain Your Impact.

Why This Matters

Leading DEI work is powerful—but it's often emotionally taxing, politically complicated, and deeply personal. Too many practitioners are burning out because they're expected to absorb the work without the right support.

This worksheet is about **you.** Not the budget. Not the tools. This is about what you need to **stay in this work without burning out.**

Your personal sustainability is essential—not optional.

Emotionally Taxing

DEI work requires significant emotional labor that can deplete your reserves if not properly managed.

Politically Complicated

Navigating organizational politics while advocating for meaningful change creates complex challenges.

Deeply Personal

This work often connects to your own identity and lived experiences, making boundaries crucial.

How to Use This Workbook

Set aside 15–30 minutes for honest reflection.

This is your personal planning space—no performance, no polish.

Bring this into alignment conversations when you need to advocate for yourself.

This worksheet will help you name what sustains you, what drains you, and what's required to keep you whole while doing this work.

Use your reflections to build your personal sustainability plan.

You can keep this private or share pieces of it with a manager, mentor, or leadership partner.

Check in monthly.

Are you protecting your energy? Are your boundaries holding? Revisit your answers to stay grounded in what you need.

Sustainability Reflection Prompts

1. Energy Drains

What tasks, situations, or expectations consistently drain your energy in your DEI work?

👉 *Example: Managing emotional labor without support, being the default fixer for culture issues.*

2. Energy Boosters

What moments, activities, or practices help you feel energized or supported?

👉 *Example: Peer check-ins, community spaces, time for strategy work over firefighting.*

3. Boundaries to Set

What personal boundaries do you need to put in place to protect your energy?

👉 *Example: No DEI coaching outside of working hours, clear scope of role, limit on last-minute asks.*

4. Support Systems Needed

What support systems or people do you need to build into your work to make it sustainable?

👉 *Example: Peer coaching group, mental health resources, executive champion who actively backs you.*

5. Recharge Practices

What regular practices can help you reset and recharge?

👉 *Example: Weekly no-meeting blocks, monthly social connection outside of work, quarterly mental health days.*

6. Conversations to Have

What conversations do you need to have with leadership or your team to support your personal sustainability?

👉 Example: Asking for shared ownership of initiatives, requesting reasonable timelines, setting communication boundaries.

Build Your Personal Sustainability Plan

Step 1: Identify Your Top 3 Priorities

Look across your reflections and pick the **three most critical areas** to focus on:

- A boundary to set
- A recharge practice to commit to
- A leadership conversation to prioritize
- A support system to activate

👉 *Example:*

1. Block Fridays from 1–3 PM as no-meeting time.
2. Schedule a monthly peer support check-in.
3. Discuss shared ERG leadership with your executive sponsor.

Step 2: Define Your Commitments

Write a clear, personal commitment for each priority:

I will [specific action] to protect [specific part of my energy, time, or wellbeing].

👉 *Examples:*

- I will block Fridays from 1–3 PM as no-meeting time to protect my creative energy.
- I will schedule peer check-ins twice a month to protect my connection to community.
- I will ask leadership to co-own the ERG strategy to protect my capacity.

Step 3: Set Your Check-in Date

Pick a monthly check-in date to ask yourself:

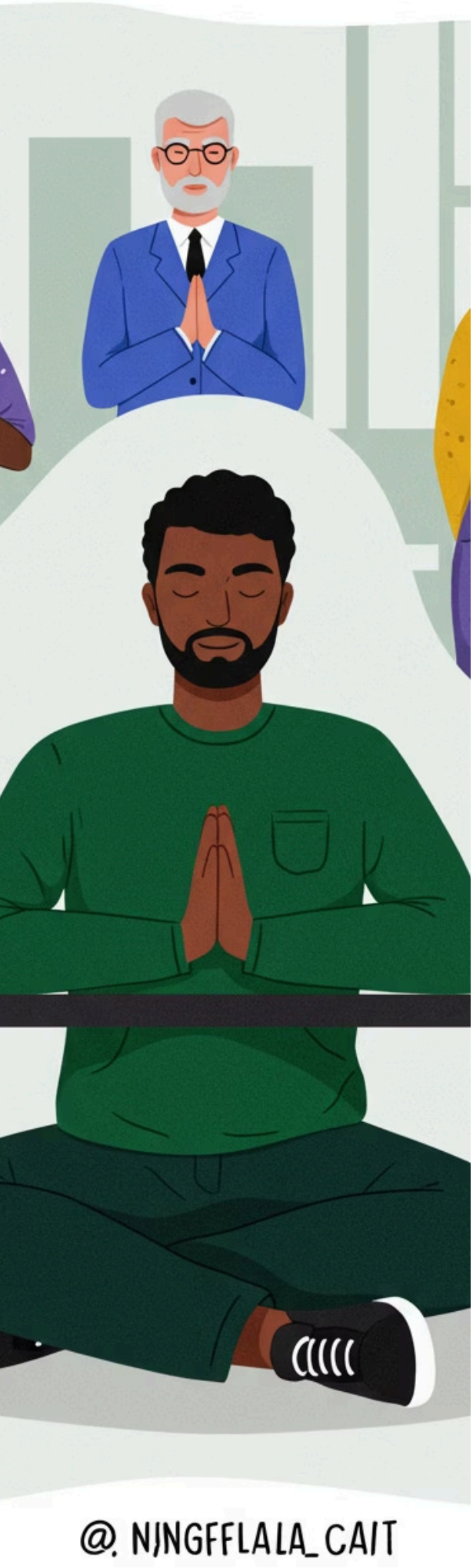
- Am I honoring my commitments?
- Do I need to adjust or advocate for more support?
- Am I feeling more sustainable in this work?

Optional: Share Selectively

You can choose to bring parts of your plan to:

- A leadership conversation
- A peer support group
- A mentor or trusted colleague

This can help turn your personal sustainability into a shared responsibility.



Final Reflection

> What's one commitment you can put into practice this week to start protecting your energy now?

Remember

Your sustainability is not selfish—it's necessary for long-term impact in DEI work.

Reflect

Regular check-ins with yourself are as important as your project deadlines.

Renew

Small, consistent actions to protect your energy will sustain your ability to create change.