

Pro Se Paperwork Organization

Rise

Organize papers, deadlines, questions, and next steps in one place without giving legal advice.

Use this resource as an invitation, not a test. Skip any prompt, adapt the language, keep your eyes open, pause, or stop. You do not need to disclose your answers to anyone.

A gentle starting point

- ☐ Look around and notice where you are.
- ☐ Choose a position that feels workable for your body.
- ☐ Notice one neutral or supportive point of contact.
- ☐ Decide whether writing, thinking, drawing, or pausing fits today.

What would help this practice feel more choice-centered?

What is here right now?

Root means gathering information. You are not required to explain, solve, or change what you notice.

Which papers matter most right now?

What deadline or follow-up needs a clear spot?

What question do you want written down before you forget it?

Circle or add what fits

☐ steady

☐ restless

☐ tired

☐ focused

☐ foggy

☐ guarded

☐ open

☐ overloaded

☐ unsure

☐ something else: _____

Support does not have to be dramatic

Rise means practicing agency in a size your current capacity can hold. Choose one option, invent your own, or choose no action yet.

Possible next steps

- ☐ Reduce one demand.
- ☐ Add one sensory support.
- ☐ Ask for practical help.
- ☐ Name a boundary or delay a response.
- ☐ Drink water, eat, use the restroom, or attend to another basic need.
- ☐ Step outside or change rooms if that is accessible.
- ☐ Write down what can wait.
- ☐ Contact an appropriate support person or professional.

The step I choose

What might make this step easier to begin?

Close with care

Restore does not mean erasing stress or becoming calm on command. It can mean reducing pressure, reconnecting with choice, or giving your system time to settle in its own way.

My closing plan

- ☐ I will stop here without completing every line.
- ☐ I will place this page somewhere private.
- ☐ I will do one ordinary next thing.
- ☐ I will seek more support if this brought up more than I want to hold alone.

What I want to remember

Scope note: This worksheet offers general education and personal reflection. It is not psychotherapy, counseling, medical care, diagnosis, treatment, legal advice, or crisis support, and it does not create a therapist-client relationship. If you may be in immediate danger or are experiencing an emergency, contact local emergency services or an appropriate crisis resource in your area.

Created by Michelle D. Elder for the Se Puede Root, Rise & Restore community resource library.