



CARRIE OLSEN

HOLISTIC VOICE ACTOR WORKSHEET

THE VOICE ACTOR'S ECOSYSTEM ASSESSMENT ↗

This worksheet will help you assess and improve the three core elements of your voice acting ecosystem: Physical Wellbeing, Mental State, and Business Practices. By creating balance across all three areas, you'll develop a more sustainable and successful voice acting career.

PART 1: PHYSICAL FOUNDATION ASSESSMENT ↗

Rate yourself from 1-5 in each area (1 = needs significant improvement, 5 = excellent)

Sleep Quality

	Hours of sleep per night (on average)
	Quality of sleep (1-5)
	Consistency of sleep schedule (1-5)

Your Sleep Notes

How does your sleep affect your vocal performance?

What one change could you make to improve your sleep?

Hydration

	Ounces of water consumed daily (on average)
	Consistency of hydration throughout the day

Your Hydration Notes

Do you notice vocal changes when you're under-hydrated?

What system could you implement to improve your hydration?

Physical Movement

	Minutes of movement/exercise per day (on average)
	Variety of movement (1-5)
	Consistency of movement practice (1-5)

Your Movement Notes

How does physical movement affect your energy and vocal quality?

What simple movement practice could you incorporate before sessions?

Vocal Care

	Frequency of vocal warm-ups (1-5)
	Knowledge of vocal health practices (1-5)
	Consistency in applying vocal health practices

Your Vocal Care Notes

What vocal issues do you commonly experience?

What simple movement practice could you incorporate before sessions?

PART 2: MENTAL STATE ASSESSMENT ↗

Rate yourself from 1-5 in each area (1 = needs significant improvement, 5 = excellent)

Confidence

	Overall confidence in your abilities (1-5)
	Ability to handle feedback constructively (1-5)
	Comfort with improvisation and adaptation (1-5)

Your Confidence Notes

What triggers self-doubt during your work?

What evidence could you collect to counter these doubts?

Focus

	Ability to maintain concentration during sessions (1-5)
	Presence of distracting thoughts while recording (1-5)
	Effectiveness of pre-session mental preparation (1-5)

Your Focus Notes

What mental distractions most commonly affect your work?

What practices help you achieve better focus?

Creative Energy

	Access to creative inspiration (1-5)
	Ability to bring fresh energy to repetitive tasks (1-5)
	Balance between structured practice and play (1-5)

Your Creative Energy Notes

What nurtures your creativity outside the booth?

How could you bring more play into your practice?

Stress Management

	Awareness of personal stress signals (1-5)
	Effectiveness of stress reduction techniques (1-5)
	Balance between work and recovery (1-5)

Your Stress Management Notes

What are your earliest signs of approaching burnout?

What activities help you genuinely recover from stress?

PART 3: BUSINESS FRAMEWORK ASSESSMENT ↗

Rate yourself from 1-5 in each area (1 = needs significant improvement, 5 = excellent)

Time Management

	Clarity of daily/weekly priorities (1-5)
	Effectiveness of scheduling system (1-5)
	Balance between production and marketing time (1-5)

Your Time Management Notes

What activities tend to expand beyond their allotted time?

What system could help you maintain better boundaries around your time?

Marketing Consistency

	Regularity of marketing activities (1-5)
	Clarity of target market (1-5)
	Effectiveness of outreach methods (1-5)

Your Marketing Notes

What marketing activities do you tend to procrastinate on?

What small, consistent marketing action could you commit to weekly?

Client Communication

	Clarity of communication with clients (1-5)
	Response time to client inquiries (1-5)
	Effectiveness of setting expectations (1-5)

Your Client Communication Notes

What client communication issues have you experienced?

What system could improve your client communication?

Financial Management

	Clarity of financial goals (1-5)
	Organization of financial records (1-5)
	Consistency of financial review practices (1-5)

Your Financial Management Notes

What financial aspects of your business cause you stress?

What small system could improve your financial management?

PART 4: INTEGRATION & ACTION PLAN ↗

Ecosystem Insights

Where do you see connections between different areas of your ecosystem?

What patterns have you noticed in how one area affects another?

Priority Insights

Based on your assessment, identify your top three priority areas for improvement:

-
-
-

Small, Sustainable Upgrades

For each priority area, identify ONE small, specific improvement you can implement immediately:

PRIORITY 1:

PRIORITY 2:

PRIORITY 3:

Weekly Ecosystem Check-In Schedule

Choose a day and time for your weekly ecosystem check-in:

Day: _____ Time: _____

During this check-in, review your progress in each area and adjust your approach as needed.

PRE-SESSION RITUAL DESIGN

Design your ideal pre-session ritual that addresses physical, mental, and business needs:

Physical Preparation (5-10 minutes):

Mental Preparation (5-10 minutes):

Business Preparation (5-10 minutes):

DAILY PERFORMANCE TRACKER

Use this simple tracker to identify patterns between your physical state, mental focus, and session outcomes:


Date	Sleep Quality (1-5)	Hydration (1-5)	Physical Movement (1-5)	Mental Focus (1-5)	Session Quality (1-5)	Notes

Value Rating: 1 = needs significant improvement, 5 = excellent

RECOVERY PLANNING

Identify and schedule non-negotiable recovery periods in your week:

Day	Time	Recovery Activity
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

"Remember: Small, consistent improvements across all areas of your ecosystem will yield better results than massive changes in just one area. Be patient with yourself and celebrate your progress!" - Carrie Olsen 

For additional resources and support, visit carrieolsenvo.com or text VOICE to 55444

© 2025 Carrie Olsen Voice Over. All rights reserved.

Contact: info@carrieolsenvo.com