

# 10-Minute Reset Planner

Take a few minutes to organise your priorities and reduce mental load.

Use this quick checklist to identify upcoming commitments, clarify your priorities and take one small step to feel more organised and focused.

## Upcoming Commitments

- Are there any personal commitments coming up that you need to plan around?
- Do you have appointments, events or important tasks scheduled soon?
- Are there any responsibilities outside of work that may require planning?

## Notes or reminders:

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## Your Top Work Priorities

Take a moment to identify the three most important things you want to focus on.

1. 

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2. 

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3. 

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## Workload Check

- My workload currently feels manageable
- Things are starting to feel busy
- I may need to review priorities
- I may need support or clarification

## If your workload feels busy, what might help?

- Clarifying priorities
- Adjusting deadlines
- Breaking tasks into smaller steps
- Speaking with my manager
- Other: \_\_\_\_\_

## Things on Your Mind

Sometimes the biggest source of stress is the things we keep in our heads. Write down anything you've been meaning to organise or follow up.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## One Small Step

What is one small action you could take today to feel more organised?

- Schedule something in your calendar
- Complete a small task you've been putting off
- Send a message or email
- Speak with your manager or colleague
- Other: \_\_\_\_\_

## A Quick Reset

Taking a few minutes to organise your priorities can help reduce stress and improve focus. Small steps — writing things down, planning ahead and focusing on what matters most — can make a meaningful difference to how manageable the week feels.