

# 5-Minute Workday Reset

A simple one-page reset for moments when work feels too much.

**Pause. Breathe. Work through one section at a time.**

You do not need to solve everything right now - just choose the next useful step.

1

## What is happening right now?

Write one sentence. Keep it factual and simple.

2

## Sort what feels overwhelming

Place each thought or task into the most useful box.

**Must happen now**

---

---

**Can wait**

---

---

**Not mine to carry**

---

---

3

## Choose one next step

What is the smallest useful action you can take in the next 10 minutes?

4

## Give yourself a quick reset

Tick one action that would help you feel steadier.

☐

Take five slow breaths

☐

Get a drink of water

☐

Stand up or step away briefly

☐

Ask for clarity or support

**My next small step is:**

---

CONTINUE YOUR CALM WORKING LIFE JOURNEY

Explore practical books, journals and toolkits for stress, overwhelm, focus and daily reflection.

[calmworkinglife.com](https://calmworkinglife.com)