

KNOW YOUR RESET

JACOB
GREEN
& ASSOCIATES

You may not be able to change what's on your plate in 10 minutes, but you can change how you return to it.

NOTICE IT

Something feels off.

→ NAME IT

What am I feeling? What do I need?

→ PICK ONE

Choose the reset that matches.

→ TAKE 10

Give yourself ten intentional minutes.

WHAT DO YOU NEED RIGHT NOW?

FIND THE FEELING • TAKE THE RESET



RESTLESS • FRUSTRATED •
STUCK

→ MOVE

Walk outside • Stretch • Take the stairs • Get fresh air • Take a lap



ANXIOUS • REACTIVE •
EMOTIONALLY FLOODED

→ BREATHE

Guided meditation • Intentional breathing • Quiet • Calming music • Step outside



ISOLATED • DISCOURAGED •
DRAINED

→ CONNECT

Talk to a coworker • Take a walk together • Call someone • Ask for help • Laugh



OVERSTIMULATED •
CONSTANTLY "ON"

→ DISCONNECT

Close your inbox • Silence notifications • Put down your phone • Step away • Find quiet



SCATTERED • OVERWHELMED •
EVERYTHING FEELS URGENT

→ RESET

Brain dump • Identify today's priorities • Decide what can wait • Ask for help • Choose one next step

BUILD YOUR PERSONAL RESET PLAN

When I'm restless or frustrated, I will:

When I'm anxious or reactive, I will:

When I'm feeling disconnected, I will:

When I'm overstimulated, I will:

When everything feels urgent, I will:

Someone I can reach out to when I need support:

KNOW WHAT BRINGS YOU BACK TO YOURSELF.

DON'T WAIT UNTIL YOU'RE RUNNING ON EMPTY
TO FIGURE OUT WHAT HELPS YOU RESET.

NOTICE IT. NAME IT. PICK ONE. TAKE 10. • RETURN DIFFERENTLY.