

The Ten-Minute Reset

A small reset for a noisy room, a noisy brain, or both.

Set a ten-minute timer. Check what helps. Stop when it rings. The reset counts even when the room is not finished.

01**CLEAR THE OBVIOUS**

0-2 MIN

- ☐ Throw away anything clearly finished.
- ☐ Gather cups, plates and laundry in one place.

02**MAKE ONE SPOT USABLE**

2-5 MIN

- ☐ Clear the surface you need next.
- ☐ Return only the essentials.

03**GET IT OUT OF YOUR HEAD**

5-8 MIN

- ☐ Write every unfinished thought below.
- ☐ Circle one thing that matters today.

04**CHOOSE THE NEXT MOVE**

8-10 MIN

- ☐ Make it small enough to start in two minutes.
- ☐ When the timer ends, stop without negotiating.

WHAT IS TAKING UP SPACE IN MY HEAD?

THE ONE USEFUL THING I AM DOING NEXT

Starting again counts.