

5-Minute RESET CHECKLIST

A quick way to clear your head and get back on track.



Step 1: Get Centered (1 Minute)

- Take three deep breaths—inhale for four seconds, hold for four, exhale for four.
- Stand up and stretch your arms, back, and legs to shake off tension.
- Drink some water—a small boost for your energy and focus.



Step 2: Tidy Up (2 Minutes)

- Move anything that's in your way. Visual clutter = mental static.
- Toss what's clearly trash: wrappers, old notes, mystery mugs.
- Wipe down your surface. A clean desk doesn't fix everything, but it helps.
- Set a 60-second timer. Put away whatever you can before it dings.



Step 3: Brain Dump & Prioritize (2 Minutes)

- Write down what's on your mind: tasks, reminders, or anything distracting you.
- Pick one key task: Not 10. Just one.
- Do something to start: send the email, open the doc, make the list.
- Silence the noise: mute notifications, close extra tabs, set a short focus timer.

Bonus Reset Ideas (If You Have Time)



- Rearrange something small: your pens, your tabs, your to-do list. Instant control.
- Voice-note your thoughts instead of writing them. Let it be messy.
- Open a window. Let your brain remember the outside world exists.
- Switch your browser to Reader View or dark mode. It's like giving your eyes a nap.
- Grab a sticky note and write one thing you're not doing today. Yes—permission granted.



COZY PAJAMA LIFE