

5-Minute Mind Reset Exercise

The 5-Minute Mind Reset is a simple, guided technique to calm your thoughts, reduce tension, and restore focus. It is designed to help you pause, reset, and regain control in the middle of a busy or stressful day.

1. Purpose of This Tool

- ☐ Create mental space to clear cluttered thoughts.
- ☐ Reduce immediate stress and improve focus.
- ☐ Reconnect body and mind through controlled breathing.
- ☐ Prevent emotional reactivity and impulsive responses.
- ☐ Build a routine of short, effective mindfulness breaks.

Tip: Even a few minutes of intentional breathing and reflection can reset your entire mindset.

2. When to Use This Exercise

- ☐ Before starting an important meeting or task.
- ☐ After receiving stressful news or feedback.
- ☐ When feeling distracted or emotionally overwhelmed.
- ☐ Between tasks to transition calmly and refocus.
- ☐ At the end of the day to release tension.

Tip: Use this exercise as a micro-break - not just when things feel intense, but as a daily practice.

Notes

3. Step-by-Step Guide

Step	Action	Focus
1. Pause	Stop what you are doing and sit comfortably. Close your eyes or soften your gaze.	Give yourself permission to pause.
2. Breathe	Take slow, deep breaths in through your nose and out through your mouth. Count 4 seconds in, 4 seconds out.	Notice your breathing rhythm without forcing it.
3. Release	With each exhale, imagine releasing physical and mental tension.	Let go of tightness in your shoulders, neck, and jaw.
4. Refocus	Gently bring your attention to one thing you can hear, one thing you can feel, and one thing you can see.	Anchor your mind in the present moment.
5. Reset	Think of one positive word or intention for the rest of your day.	Examples: calm, clarity, balance, purpose.

☐ Repeat as needed - the full exercise takes only five minutes.

Tip: Breathing deeply for even two minutes can lower stress hormones and improve concentration.

4. Optional Guided Script

You can use this short script to guide yourself or others:

“Take a slow breath in through your nose. Hold it gently.
Now exhale slowly through your mouth.
Let your shoulders drop.
Notice your body relaxing with each breath.
Thoughts may come and go - simply acknowledge them, then return to the breath.
Feel your feet grounded beneath you.
Allow calm to return.
Choose one word that describes how you want to feel now.
Focus on that word as you take one final deep breath.”

☐ Read aloud or play quietly for a calming effect during team sessions or breaks.

5. Quick Reset Reflection

Question

Response

What was I feeling before this exercise?

How do I feel now?

What small action can I take next with focus and calm?

☐ Reflection reinforces awareness and self-control.

Tip: The faster you recognise stress, the faster you can return to clarity.

6. Environment Enhancers

Factor Adjustment

Lighting Dim or natural lighting helps create calm.

Sound Gentle instrumental or ambient background sounds aid focus.

Scent Use calming aromas such as lavender or sandalwood if possible.

Posture Keep both feet on the ground and shoulders relaxed.

☐ Create a short “reset space” at work or home for moments of quiet.

Tip: Environment influences mood - even small sensory changes improve results.

7. Incorporating Into Routine

Time	Trigger	Duration Notes
Morning	Before starting work	5 mins
Midday	Between key meetings	5 mins
Afternoon	After handling difficult tasks	5 mins
Evening	Transitioning from work to home	5 mins

☐ Build short resets into your schedule just like meetings or breaks.

Tip: Regular practice builds resilience and reduces stress reactivity over time.

8. Group or Team Version

Step Action

- 1 Invite the team to sit quietly for five minutes.
- 2 Play soft music or read the guided script.
- 3 End with one word per person describing how they feel.

☐ Use this at the start or end of meetings to centre the group.

Tip: Teams that reset together improve communication and reduce tension collectively.

9. Progress Tracker

Date Time Used Before (Mood 1–5) After (Mood 1–5) Notes

☐ Track improvements in mood and focus to reinforce the habit.

Tip: Consistency turns a simple exercise into a powerful wellbeing practice.

10. Personal Affirmation Space

Prompt

Response

My intention for the day is...

The mindset I choose is...

One thing I will let go of now is...

☐ Use this section to end your 5-minute reset with clarity and intention.

Tip: The reset is complete when the mind feels calm, not when the timer ends.

How to Use This Exercise

Use the 5-Minute Mind Reset at least once daily or whenever stress builds. It can be practised alone, during team wellbeing sessions, or as part of your daily reflection routine. Combine it with the Daily Reflection Journal and Resilience Building Plan for a full daily mental wellbeing framework.