



RESET

The Overthinking Reset

10 questions to help you stop going round in circles and decide what to do next

Overthinking can feel productive because your mind is busy analysing, predicting and preparing. Yet there comes a point when more thinking stops giving you clarity and starts making you doubt yourself.

Use this reset when you're replaying a situation, delaying a decision or trying to find an answer that feels right for you.



Clarity

Cut through the noise and find what matters



Decisions

Weigh your options with confidence



Control

Focus on what you can actually influence



Action

Move from thinking to doing

1. What am I actually trying to decide or resolve?

Describe the decision or problem in one clear sentence.

2. What do I know to be true?

Write down the facts you can verify. Focus on what has happened, what has been said and what you know now.

3. What am I assuming?

What are you predicting, interpreting or treating as fact without knowing for certain?

Ask yourself:

- What evidence supports this assumption?
 - What evidence challenges it?
 - What else could be true?
 - Am I trying to read someone else's mind?
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4. What am I really worried about?

Look beneath the immediate decision.

Complete the sentence: **If I get this wrong, I'm worried that...**

Is the fear about the likely outcome, or what you think that outcome would say about you?

5. What is within my control?

I can control:

I can influence:

I need to accept or let go of:

Put your energy into the first two. Repeatedly thinking about something outside your control won't give you more control over it.

6. What information do I genuinely need?

What information would materially change your decision?

Who could provide it?

When will you get it?

Be honest with yourself: are you missing essential information, or looking for more reassurance before acting?

7. What would I advise someone else to do?

Imagine a capable colleague brought this situation to you. What would you tell them?

Why does that advice feel harder to follow yourself?

We're often more balanced when assessing someone else's situation because our own fear and self-judgement aren't involved.

8. What is the most likely outcome?

Separate the most likely outcome from the worst-case outcome.

The best that could realistically happen is:

The worst that could realistically happen is:

The outcome that is most likely is:

If the worst happened, I could respond by:

Knowing you could cope with an unwanted outcome can make it easier to move forward.

9. What would be good enough?

Are you waiting for the perfect decision, response or plan?

What would a reasonable decision look like based on the information you have now?

What would you do if you only needed to be 70% certain?

Most workplace decisions can be reviewed, adjusted or corrected. Treating every choice as permanent adds pressure that may not belong there.

10. What is my next useful action?

Choose one step that will move the situation forward.

My next action is:

I will do it by:

Keep it specific. Your next step might be to send an email, ask a question, arrange a conversation, share your recommendation or make the decision.

Set a stopping point

Decide when you've thought about this enough.

I will give myself until _____ to decide.

After that point, I'll act using the best information available rather than reopening the decision in search of certainty.

My decision

Based on what I know now, my decision is:

The reason I'm choosing this is:

The first step I'll take is:

Confidence doesn't require complete certainty. It grows when you make a considered choice, take action and discover that you can respond to what happens next.

If overthinking is regularly delaying your decisions, affecting how you communicate or making you question your capability, coaching can help you build greater trust in your own judgement.

Find out more about working with Stella. If you haven't downloaded "Stop Second-Guessing Yourself At Work" you can get your free guide in the link below.

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