Manager's Mental Reset

Clear your head. See the whole picture. Take back control.

STEP 1: Dump It All
- Grab a pen, open a doc - whatever works.
- Write down everything swirling in your head. Don't organize it. Don't overthink it. Just get it out. Use the prompts below to jog your brain.

STEP 2: Scan Your Brain with These Triggers

Loops you haven't closed:
- What have I started but not finished?
- What have I said "I'll get back to you on"?
- What did I mean to do yesterday… and didn't?

Things you're waiting on:
- What am I waiting on from someone else that's holding me up?

Hidden pressure points:
- What am I worried will fall apart if I don't hold it together?
- What have I been avoiding because it might be uncomfortable?
- What am I lowkey stressed about that I haven't named out loud?

Mental clutter:
- What random to-dos keep popping into my head?
- What's sitting in my inbox that I keep skipping?

- What's not even urgent but keeps tugging at me?

Leadership stuff:
- What have I promised to senior leaders (explicitly or not)?
- Where do I owe someone feedback, support, or a hard conversation?
- What's on my calendar that I'm dreading?

Half-formed ideas:
- What have I thought "I should probably do something with this"?
- What idea or opportunity has been bouncing around but I haven't moved on it?

Life stuff (because you're human):
- What's happening outside of work that's taking up space in my head?
- What decisions are hanging over me at home or with family?
- What am I emotionally carrying that no one sees?

STEP 3: Breathe. Then sort.
Look at what you captured. Don't panic - this was already in your head. Now it's on paper, where you can do something with it.

Ask yourself:
- What needs action today?
- What can I let go of?
- What can I delegate or follow up on?
- What just needed to be acknowledged to lose its power?

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