



5

RESETS

FOR WHEN LIFE FEELS
OVERWHELMING



*Science-backed tools to calm
your mind, sustain your energy,
and feel more in control.*

Before we begin...

Feeling overwhelmed isn't always a sign that you're doing too much, or that you're not capable.

Sometimes, it's a sign that your nervous system has been asked to stay "on" for too long. You're lacking recovery.

When we experience high levels of stress or ongoing pressure, our bodies and brains can shift into what we know as 'fight or flight'. This can make it harder to think clearly, focus, make decisions, regulate our emotions, switch off at the end of the day or simply feel like ourselves.

Overwhelm can be influenced by many things. It doesn't always mean you need more time, more discipline, a new job, or a completely new life.

Sometimes you need a moment to recover and reset.

That's where nervous system regulation comes in.

Nervous system regulation is the ability to recognise your current state and use practical strategies to help your body and brain move towards a state that's more supportive of what you need in that moment.

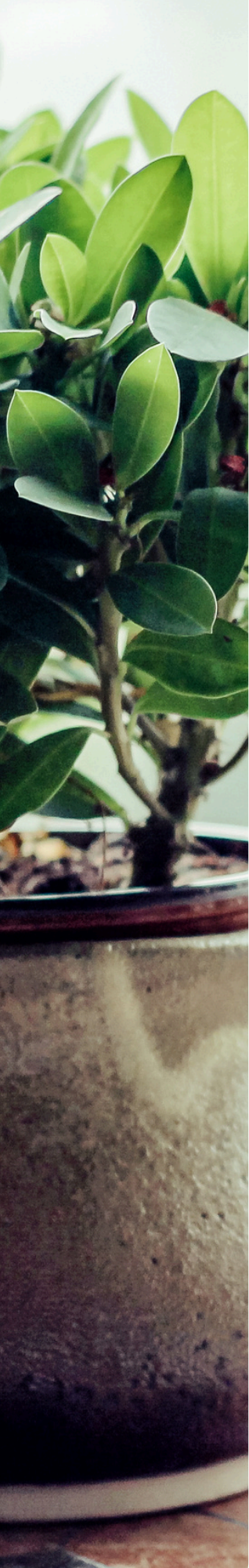
Regulation allows you to think clearly, rationally, and feel more in control.

For leaders and high-performing people in particular, this matters.

You can't always remove the pressure – but you can become better at **recovering** from it, **responding** rather than reacting, and **sustaining your energy** over time.

FIVE SITUATIONS. FIVE RESETS. FIVE MINUTES.





How to use this guide

I've chosen five simple resets that you can use in different moments of your day. **You don't need to do all five every day.** Start with the one that feels most relevant to what you need right now.

Each reset includes:

- 🌱 WHAT TO DO - A simple step-by-step practice.
- 🌱 WHEN TO USE - An example of the situation or feeling.
- 🌱 WHY IT WORKS - A little science behind the strategy.

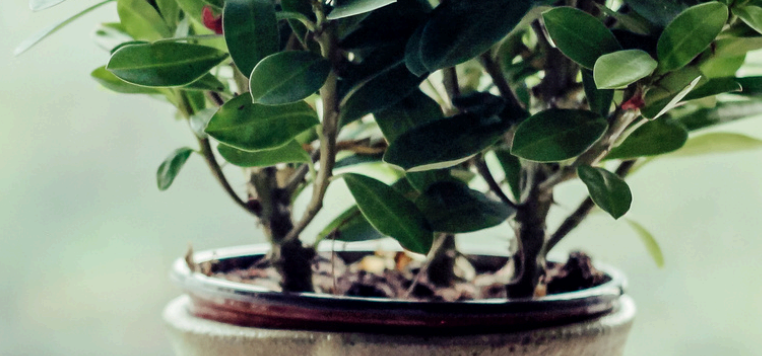
Think of this guide as a toolkit, **not another thing on your to-do list.**

Come back to it whenever you need a reset, and notice which tools work best for you.

Small resets, practised consistently, can create a big difference.

FIVE SITUATIONS. FIVE RESETS. FIVE MINUTES.

RESET ONE



Calm Your Body

When you feel stressed, anxious, nervous, or under pressure.

TOOL: PHYSIOLOGICAL SIGH

A fast way to reduce stress and anxiety, and feel calmer, in the moment.

HOW TO DO IT:

- 1** Take a deep inhale through your nose
- 2** Take a second short inhale to top up your lungs
- 3** Exhale slowly and fully through your mouth like you're blowing through a straw

Optional: Close your eyes.

Repeat 2-5 times.

WHY IT WORKS:

Your nervous system has a built-in "reset button."

Research has shown that the physiological sigh, a double inhale followed by a long exhale, engages the vagus nerve.

This can reduce stress quickly by helping lower carbon dioxide levels and activating your body's natural relaxation response.

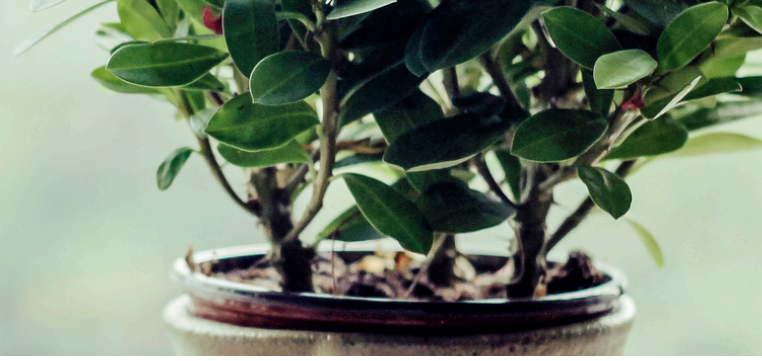


FUTURE-PROOF TIP

Use this before important meetings, presentations, after high pressure moments, or anytime you feel overwhelm starting to rise.



RESET TWO



Clear Your Mind

When your brain won't switch off, or you feel 'tired but wired'.

TOOL: BEDTIME BRAIN DUMP

Get racing thoughts out of your head so you can switch off and sleep better.

HOW TO DO IT:

- Grab a notebook and write down everything on your mind:
 - Tasks you didn't finish
 - Things you forgot to do
 - Ideas that popped up
 - Things you're worried about
 - Random stuff you need to remember.
- No filtering or editing. Just get it out.
- Circle the 3 most important.
- Pick ONE thing you'll do tomorrow before anything else.
- Close the notebook and take 3 deep breaths.

WHY IT WORKS:

Writing down unfinished tasks before bed has been shown to help people fall asleep faster than simply reflecting on what they've already completed.

Getting thoughts out of your head frees up mental space for rest.

Benefits include reducing mental overload, improving sleep quality, and helping you feel more in control.



FUTURE-PROOF TIP

Make it a habit, not a rescue strategy for when your brain is overflowing. Take 5 minutes as part of your nightly routine and over time you'll train yourself to close the mental tabs before you go to bed.



RESET THREE



Regain Perspective

When everything feels urgent and you don't know where to start.

TOOL: THE NEXT SMALL STEP

Focus on one thing you can move forward with or close the loop on right now.

HOW TO DO IT:

- **REVIEW:** Look at everything that's competing for your attention.
- **ASK:** *"What's one thing I could realistically finish in the next 10 minutes?"*
- **FINISH IT:** Do that one thing before moving on to anything else.
- **CLOSE THE LOOP:**
 - Tick it off.
 - Send it.
 - Schedule it.
 - Put it away.
 - Decide.

WHY IT WORKS:

When your brain is juggling too many competing demands, cognitive load increases and clear decision-making becomes harder.

Turning *"I have so much to do"* into *"this is the one thing I am doing next"* gives your brain greater clarity and direction, and helps you move from overwhelm to action.



FUTURE-PROOF TIP

Make this your default question whenever you feel overwhelmed by workload or complex tasks.
"What's one thing I can finish right now?"



RESET FOUR



Sustain Your Energy

When you need maximum productivity, focus, and stamina.

TOOL: 2-MINUTE MICRO RESET (EVERY 90 MINUTES)

A quick reset break to interrupt the stress cycle before it builds and recharge your energy, so you never start 'running on empty'.

HOW TO DO IT:



Stand up and move your body.



Look at something 20+ metres away to rest your eyes and mind.



Get some sunshine and fresh air.



Close your eyes and take 10 deep slow breaths.



Have something to eat or drink.

WHY IT WORKS:

Our brains naturally operate on *Ultradian Rhythms*, which are biological cycles of energy and focus that last around 90-120 minutes.

If you force yourself to push through without a break, your body compensates by releasing stress hormones. Intentional micro-resets act as an energetic and cognitive reboot, protecting your biology so you can step into the next 90 minute cycle at your best.

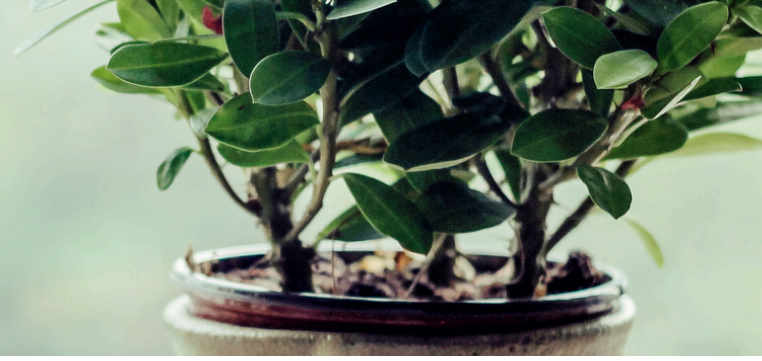


FUTURE-PROOF TIP

Set a reminder for every 90 minutes and use this reset multiple times throughout the workday, especially on busy, high-pressure days.



RESET FIVE



Leave The Day Behind

When work keeps following you home.

TOOL: TRANSITION RITUAL

A small routine between work and home to signal that the workday is over.

HOW TO DO IT:

Create a simple 5 minute daily ritual to signal the end of the work day.

SAMPLE RITUAL:

- ✓ Close the laptop.
- ✓ Write down tomorrow's priority.
- ✓ Take 3 deep breaths.
- ✓ Wipe down your desk.
- ✓ Change clothes and go for a short walk.

WHY IT WORKS:

A 'transition ritual' sends a clear signal to the brain that the workday is over. Research calls this *psychological detachment*, and it helps to restore energy and reduce fatigue.

Creating a consistent routine at the end of your workday helps create a boundary your brain can recognise and makes it easier to be present in your personal life.



FUTURE-PROOF TIP

Don't wait until you're overwhelmed to use it. Make your ritual a regular part of your day, even on your good days. Think of it as training your brain to leave work at work.



BRINGING IT ALL TOGETHER



You don't need more time.

You need the right tools in the right moments.

These 5 resets can help you.
Simply ask yourself the below questions to decide
which reset you need at any given time:



CALM YOUR BODY

*"Do I suddenly feel anxious
or physically on edge?"*



CLEAR YOUR MIND

*"Is my mind still racing when
I'm trying to rest?"*



REGAIN PERSPECTIVE

*"Am I trying to solve everything
at once?"*



SUSTAIN YOUR ENERGY

*"Am I running on empty and
pushing through anyway?"*



LEAVE THE DAY BEHIND

*"Is work still following me home
in the evenings?"*

*Choose the one
you need,*

*whenever you
need it,*

*so you can keep
showing up as
your best self.*

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Thank you!

Life will always have busy seasons, stressful days, and overwhelming moments when it all feels like a little too much.

I hope these 5 resets give you a few simple tools so you don't feel like you have to just push through every difficult day.

Small resets. Better days. You've got this.

Chloe 