V VELOCITY

THE PRIORITY RESET

A 15-Minute Reset for When Everything Feels Important

Separate what matters from what leads—and leave knowing what deserves your attention next.

TOO MUCH GOING ON DOESN'T MEAN EVERYTHING GETS EQUAL PRIORITY.

When projects, responsibilities, opportunities, and unexpected demands are all competing for your attention, the answer isn't necessarily to do more. It's to decide what deserves to lead now—and what doesn't.

THE PRIORITY RESET WILL HELP YOU:

SEE
what's competing for your capacity.

DECIDE
what deserves to lead.

PROTECT
room for what matters.

MOVE
the right thing forward.

You don't need to solve everything in the next 15 minutes.
You need to decide what gets your attention next.

VELOCITY EXECUTE
90-DAY EXECUTION SYSTEM

EVERYTHING ON THE FIELD

GET IT ALL OUT. GET IT ALL VISIBLE.

When everything is important, nothing gets the attention it deserves. Capture everything currently competing for your time, attention, and capacity—so your brain can stop carrying it and you can decide what truly matters.

▶ WHAT IS CURRENTLY ON YOUR PLATE?

Projects, responsibilities, opportunities, deadlines, requests, problems—anything that is asking for your time or attention.

IMPORTANT DOESN'T ALWAYS MEAN PRIMARY.
Visibility is not a commitment.
CAPTURE FIRST. DECIDE LATER.

THINK BROADLY

Include...

- Projects & Goals
- Deadlines & Commitments
- Requests & Expectations
- Opportunities & Ideas
- Problems & Fire Drills
- Anything Else Competing for Your Attention

THIS IS YOUR EXTERNAL BRAIN DUMP.
Get it all out of your head so you can make clear decisions.

NOTES

Anything else you want to capture?

THE PRIORITY FILTER

NOT EVERYTHING CAN LEAD. CHOOSE WHAT SHOULD.

Use the filter below to evaluate each item from Page 2.
Be honest, not optimistic. This isn't about potential—it's about what deserves your attention and capacity right now.

WHAT I CAPTURED *(from Page 2)*	THE PRIORITY FILTER			
	IMPACT *What materially changes if this moves?*	**TIMING** *What genuinely needs movement now?*	**CONSEQUENCE** *What happens if this waits?*	**SCORE** *Total (/30)*
	1–5	1–5	1–5	/30
1.				/30
2.				/30
3.				/30
4.				/30
5.				/30
6.				/30
7.				/30
8.				/30
9.				/30
10.				/30

WHAT DESERVES TO LEAD?

1 2 3

Circle up to 3 items with the highest total scores.
These are your priorities for the next 90 days (Page 4 will help you confirm with your capacity).

CLARITY IS A FILTER.
The goal isn't to justify everything.
The goal is to protect what matters.

THE FILTER EXPLAINED

IMPACT
Rate 1–5
What will materially change or improve if this moves forward?

TIMING
Rate 1–5
Does this genuinely need movement in the next 30–90 days?

CONSEQUENCE
Rate 1–5
What's the real cost, risk, or downside if this waits?

SCORE
Add the three ratings for a total out of 30.

QUICK GUIDE

25–30 Must Lead
High impact, time sensitive, high cost if delayed.

15–24 Important
Matters, but there's more flexibility.

0–14 Can Wait
Low impact, low urgency, or low consequence.

THE CAPACITY CHECK

YOUR PRIORITIES DON'T EXIST SEPARATELY FROM YOUR CAPACITY.

Even the right priorities won't move forward without the capacity to support them. Take an honest look at the time, energy, and attention you actually have available. Clarity here helps you plan realistically—and protect what matters.

FIXED DEMANDS

WHAT ALREADY OWNS YOUR TIME AND CAPACITY?

Non-negotiables, standing commitments, and recurring obligations that you can't move or eliminate.

ESTIMATED WEEKLY COMMITMENT: _____ **HOURS**

HEAVY PERIODS

WHAT'S COMING THAT WILL REDUCE YOUR CAPACITY?

Busy seasons, deadlines, travel, events, or anything else that will create high demand in the next 4–6 weeks.

NOTES / DATES TO REMEMBER: _____

AVAILABLE CAPACITY

WHAT CAPACITY DO YOU ACTUALLY HAVE AVAILABLE?

Be realistic. This is what you can protect and invest in your priorities. Don't overestimate.

REALISTIC HOURS AVAILABLE PER WEEK: _____ **HOURS**

WHAT IS CAPACITY?

Capacity is the time, energy, attention, and mental space you can commit to your priorities without burning out or dropping what matters.

KNOW YOUR CAPACITY. PROTECT YOUR FOCUS.

CAPACITY CHECK QUESTIONS

- Where is my time already committed?
- Where does my energy go—and what drains it?
- What can I realistically focus on right now?

A PRIORITY WITHOUT CAPACITY IS AN INTENTION, NOT A PLAN.

Protecting **capacity** for what matters most is one of the most important decisions you'll make.

QUICK REFLECTION

What's one adjustment you could make right now to protect more capacity for what matters?

WHAT LEADS / WHAT WAITS

CLARITY REQUIRES CHOICES.

You can't give meaningful capacity to everything.
Sort your list into the right place so you can lead what matters—and release what doesn't.

SORT YOUR LIST.
Take the items you captured and filtered *(Pages 2–3)* and sort them into the appropriate categories below.

LEADS NOW

The 1–3 priorities receiving meaningful capacity right now.

1. _____
2. _____
3. _____

STILL IMPORTANT

Important, but not leading right now. They can wait.

- _____
- _____
- _____
- _____
- _____
- _____

CAPTURE ≠ COMMIT

NOT NOW

Lower impact, lower urgency, or doesn't align with priorities.

- _____
- _____
- _____
- _____
- _____
- _____
- _____

INCOMING

Something new appeared? Capture it here—don't commit yet.

- _____
- _____
- _____
- _____
- _____
- _____
- _____

CHECK YOUR FOCUS

Look at your "Leads Now." Do these 1–3 priorities truly move the needle on what matters most in the next 90 days?

☐ YES ☐ MAYBE ☐ NO

WHY THIS MATTERS

If everything leads, nothing moves. If nothing waits, your capacity gets scattered. This simple sort protects your focus and your time.

YOU CAN'T EXECUTE WHAT YOU HAVEN'T CHOSEN.

GUIDELINES

LEADS NOW
Keep it to 1–3. These get your best capacity.

STILL IMPORTANT
Place these on purpose. They'll get their turn later.

NOT NOW
Say no without guilt. Not now doesn't mean never.

INCOMING
Capture it. Decide on it later.

SIDE NOTE

If something is pulling at you that isn't in "Leads Now," ask:

Am I avoiding something, or protecting something?

YOUR NEXT MOVE

CLARITY IS ONLY POWERFUL WHEN IT LEADS TO ACTION.

You've identified what leads. Now choose what matters most right now and take the next step forward.

MY CURRENT ANCHOR

Of everything on your list, what matters most right now?

THE NEXT ACTION

What is one clear action that moves this forward?

WHEN I WILL PROTECT TIME FOR IT

When will you do this? Be specific.

Day / Time: _____

Duration: _____

Where / How: _____

WHAT WILL PROTECT THIS

What will you do to protect your time, attention, and capacity?

COMMIT TO THE NEXT STEP

I COMMIT TO THIS NEXT STEP.

Small action. Protected time. Real progress.

Signature: _____

Date: _____

MAKE IT WORK

SCHEDULE IT
Put it on your calendar like any other priority.

DEFEND IT
Say no to what doesn't align. Protect your focus.

START SMALL
Momentum comes from movement, not magnitude.

REVIEW DAILY
Revisit your plan each day and adjust as needed.

> YOU DON'T HAVE TO SEE THE WHOLE STAIRCASE.
>
> *Just take the next step.*
>
> — MARTIN LUTHER KING, JR.

ONE CLEAR NEXT STEP CAN CHANGE YOUR ENTIRE DIRECTION.

Your next move doesn't have to be big. It just has to be deliberate.

Decide. Protect. Move.

DONE IS BETTER THAN PERFECT. PROGRESS IS BETTER THAN PLANNING.

THE VELOCITY BRIDGE

YOU'VE DECIDED WHAT LEADS.
NOW BUILD THE MOMENTUM TO KEEP IT MOVING.

The Priority Reset helps you get clear.
VELOCITY EXECUTE helps you stay clear—and turn that clarity into consistent progress over the next 90 days.

VELOCITY EXECUTE

90-DAY EXECUTION SYSTEM

A complete system to help you lead what matters, protect your capacity, and make real progress—without burning out.

CLARITY
Know what leads and why.

FOCUS
Build a plan that fits your real capacity.

PROTECTION
Guard your time, attention, and energy.

PROGRESS
Create consistent momentum over 90 days.

WHAT YOU'VE ACCOMPLISHED

- [x] You captured everything competing for your attention.
- [x] You filtered what matters most.
- [x] You assessed your true capacity.
- [x] You separated what leads from what waits.
- [x] You chose your next move.
- [x] You're ready to take action with confidence.

THIS ISN'T THE END.
IT'S YOUR RESET POINT.

Use this reset anytime things feel overwhelming again.
Clarity is a habit. Keep building it.

YOUR NEXT STEP

EXPLORE THE SYSTEM
Learn how VELOCITY EXECUTE can help you build momentum and results.
→ Learn More

SEE IT IN ACTION
Watch a quick walkthrough of the system and how it works.
→ Watch Overview

GO DEEPER
Download the VELOCITY System Overview and see the full architecture.
→ Download Overview

> "The gap between where you are and where you want to be is closed by consistent execution—not more planning."