

Clarity Reset

[Start Here](#) | A 10-minute reflection

Slow the noise. Find the drain. Choose your next step.

When everything feels equally urgent, it can be hard to tell what needs your attention. This reset helps you put the noise on paper, identify one source of strain, and choose a manageable next step.

01 Pause Before Solving

Take one quiet minute. Put down your phone, notice your feet on the floor, and let your breathing settle naturally. Ask: What is taking up space in my mind?

02 Empty The Mental Tabs

For three minutes, list everything on your mind. Use fragments: the appointment, the unfinished task, the conversation, the decision. You do not need to organize it yet.

03 Name The Actual Drain

Circle one item that is draining you most. Is the strain coming from the task itself, uncertainty, a missing boundary, or carrying it alone? Write the specific source.

04 Choose The Next Right Step

Sort that item into: act, ask for support, or set aside for now. Choose one step you can begin in ten minutes. Give it a time and a place.

What This Could Look Like

Noise: "I am behind on everything." Drain: an unclear deadline keeps me checking my inbox. Next step: send one message asking when the work is needed, then close the inbox for my next work block.

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Your Reflection | Make It Personal

Type into the fields and save your copy. Short phrases are enough.

Name / Date

01 What Is Filling My Mind?

List the open tasks, worries, decisions, or conversations.

02 What Is Actually Draining Me?

Choose one item and name the source of strain.

03 What Can I Act On, Ask For, Or Set Aside?

A thought can matter without requiring action today.

04 My Next Right Step

What will I do, when, and where? Keep it small enough to begin.

Choose one useful answer to carry into your next action.

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Put It Into Practice | One Useful Next Step

Today

Take the one step you named. If it depends on someone else, make the request rather than trying to solve their part.

Tomorrow

Check whether the step reduced uncertainty or strain. If it did not, ask what information, support, or boundary is still missing.

For The Next Week

Use a three-line check-in: What is noisy? What is draining? What is one next step?

Words To Make It Easier

"I do not need to solve everything at once. The thing that needs my attention today is _____. My next step is _____."

A Common Snag

If you write "get my life together," narrow it to a visible action: send a message, choose a date, clear a surface, or ask one question.

My First Step And Its Time

What will I do next, and when will I begin?

Clarity can begin with one honest sentence and one small step.

Want Support With Your Next Step?

SharpenUp coaching helps you explore what matters, work through obstacles, and build small actions that fit your life.

Explore the 90-Day SharpenUp coaching program at sharpenupcoaching.com.