

## Clarity Reset Worksheet

A gentle 15-minute reset for when your mind feels crowded. Use this to reduce mental noise and choose one calm next step.

### 1) Name what is heavy

Write the top 3 things that feel heavy right now. Keep it simple - words are enough.

**Heavy thing #1:**

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**Heavy thing #2:**

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**Heavy thing #3:**

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### 2) What is actually required this week?

List only what is truly required. Not what you wish you could do - what is necessary.

**Required #1:**

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**Required #2:**

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**Required #3:**

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### 3) What can wait or be reduced by 10%?

- One task I can delay without harm
- One expectation I can lower slightly
- One conversation I can schedule instead of carrying mentally

**My 10% reduction:**

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### 4) The next calm step

Choose one action that is small enough to do, and meaningful enough to help.

**My next calm step (one sentence):**

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### 5) Support and boundaries

- Who can I ask for support?
- What boundary would protect my energy this week?

**Support I will ask for:**

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**Boundary I will set:**

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