

# THE 10-MINUTE RESET: A LEADERSHIP TRANSITION RITUAL

Incorporate this powerful 10-minute reset between tasks or meetings to maintain focus, emotional balance, and productivity throughout your day.



# CLEAR AND CAPTURE (3 MINUTES)



- Take a deep breath and clear your mind of chaos
- Write down summary thoughts from your previous task or meeting
- List any action items or follow-ups needed



# ASSESS AND RESET (3 MINUTES)



- Reflect on the nature of your recent experience:
  - If it was positive and encouraging, take a moment to celebrate and reinforce the good feelings
  - If it was challenging or stressful:
    - Take several deep, calming breaths
    - Practice a quick mindfulness exercise
    - Consciously "let go" of any personal tensions or negative emotions
- Regardless of the experience, identify one lesson or insight you've gained



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# REFOCUS AND ENERGIZE (3 MINUTES)



- Review your next agenda item or task
- Identify one aspect of it that excites or interests you
- Set a clear, achievable intention for this next period
- Do a quick physical reset: stretch, walk around, or do some desk exercises
- Hydrate: drink a glass of water to refresh yourself



# TRANSITION MANTRA (30 SECONDS)



Close your reset with a personal mantra or affirmation, such as: "I am present, focused, and ready to lead with purpose and compassion."



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# REMEMBER...

...this reset is flexible. Adjust the time spent on each step as needed, but aim to keep the overall routine to about 8-10 minutes for efficiency.



By consistently practicing this 10-Minute Reset, you'll enhance your ability to transition effectively between tasks, maintain emotional equilibrium, and approach each part of your day with renewed focus and energy.

