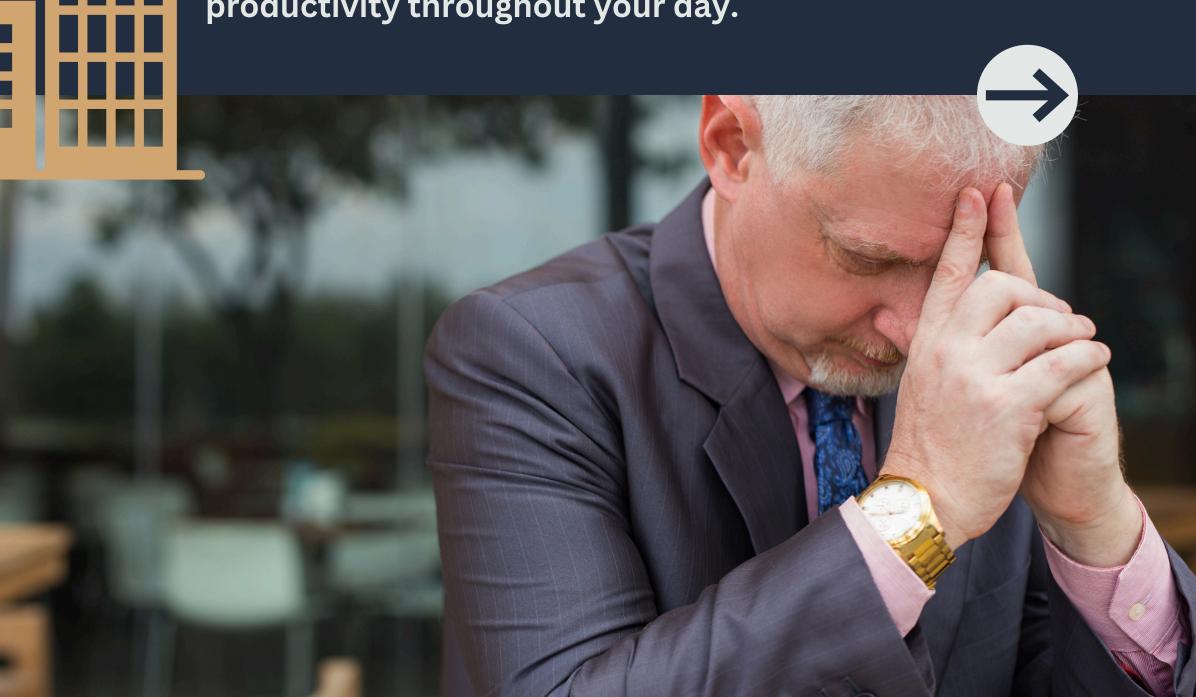
HaltingWinter
Municipal Solutions

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.







- 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









- Reflect on the nature of your recent experience:
 - If it was positive and encouraging, take a moment to celebrate and reinforce the good feelings
 - o 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









- 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."





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.



