

A 10-MINUTE RESET · 3 PARTS

The Next Step Reset

For the moment when everything feels equally important. Set aside a few quiet minutes. You do not need a full plan — only one next step.

01 Clear

Empty your mind and pick one priority.

02 Act

Shrink it into a first visible action.

03 Review

Notice what worked. Adjust and repeat.

PART 1 · CLEAR

Clear the noise.

Start by getting everything out of your head and onto the page. Then choose one thing.
Only one.

01 Clear the noise

What is taking up space in your mind? List tasks, decisions or unfinished things — without trying to solve them yet.

02 Choose one priority

Which item deserves your attention next? Choose one you can influence today.

MY ONE PRIORITY

03 Name why it matters

What would moving this forward make easier?

PART 2 · FROM PRIORITY TO ACTION

Make the next step small.

Use the priority you chose in Part 1. Aim for an action you can begin — not a result you cannot fully control.

04 Define the first visible action

A verb plus a concrete task. Example: “Open the project brief and list three deliverables.”

MY FIRST VISIBLE ACTION

05 Make room for it

When and where will you begin? What will you need ready?

WHEN & WHERE

WHAT I NEED READY

06 Plan for friction

What might get in the way? Decide your response now, while you are calm.

IF THIS HAPPENS…

…I WILL

STUCK? MAKE IT SMALLER

“Finish the project” → “Write the first three bullet points.”

If you can't start it in under two minutes, it's still too big.

PART 3 · A MOMENT TO REVIEW

Keep what works.

After trying your next step, notice what happened and decide what comes next. A missed attempt is information, too.

07 Notice what happened

What did you try? What became clearer?

08 Adjust the next step

Choose one, then write what you will do differently.

- [ ] Repeat it
- [ ] Simplify it
- [ ] Change it

READY FOR MORE STRUCTURE?

Go deeper with YouClar Systems

The Deadline Method
Time estimates and reverse scheduling, so deadlines stop surprising you.

The Clarity Decision-Making Framework
Compare options clearly and turn a decision into your next action.

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