


# The 7 Minute Overwhelm Reset Checklist

## Use this when:

You don't know where to start Everything feels equally urgent You're procrastinating but also exhausted You feel behind before the day even begins Set a timer for 7 minutes. Move through this once. Don't overthink it.

Transform Your Daily Routine



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### Step 1: Stop the Spiral (1 minute)

- Put both feet flat on the floor
- Take 5 slow breaths (longer exhale than inhale)
- Say quietly: "I am overloaded, not incapable."

### Step 2: Empty the Mental Tabs (2 minutes)

On paper, write everything pulling at your attention.

No organizing.

No filtering.

Just empty it out.

✔ Step 3: Circle Only 1–3 Things (2 minutes)

Ask:

What actually matters in the next 24 hours?

Circle no more than three.

If you circle more than three, start again.

✔ Step 4: Choose One 10-Minute Move (1 minute)

For ONE circled item:

What is the smallest forward action I can take?

Write that down.

Not finish.  
Just begin.

✔ Step 5: Close the Loop (1 minute)

- Cross off everything not happening today
- Move it to a “Not Now” list
- Take one sip of water
- Start your 10-minute timer

That’s it.

When You’re Done

You may not feel wildly motivated.

But you’ll feel clearer.

And clarity is enough for today.

If you find yourself repeating this cycle often — pushing, crashing, recovering, then pushing again — it’s not random.

There’s a pattern underneath it.

Inside The Overwhelm Exit Plan, I walk you through:

- Why overwhelm keeps looping
- How to stop treating everything as urgent
- A sustainable priority system
- A way to work without living in adrenaline

This checklist resets the moment.

The ebook changes the pattern.





## The 7

In "The 7," discover a transformative 7-minute checklist designed to break the cycle of overwhelm and restore clarity to your life. This practical guide empowers you to quickly identify priorities, take meaningful action, and cultivate a sustainable approach to productivity. Escape the chaos of constant urgency and learn to navigate your day with intention and ease.