BONUS GUIDE 4

THE QUICK RESET TOOLKIT

Practical Tools and Simple Strategies to Help You Get Back on Track



RESET YOUR ROUTINE WITHOUT STARTING OVER

WELCOME

When Life Gets Messy, Return to the Basics

A healthy lifestyle is not proven by what you do when life is easy. It is shaped by how you return when life becomes busy, stressful, unpredictable, or exhausting. Most of us know what supports our wellbeing — good food, enough sleep, regular movement, time to breathe. What becomes genuinely difficult is maintaining those habits during the weeks when everything else is demanding your attention at once.

This toolkit was designed for exactly those moments. It is not a programme to follow from beginning to end. It is a practical toolbox you can open on a difficult morning, a stressful afternoon, or a week when your routine has completely disappeared. Each tool stands on its own. You do not need to re-read the entire guide to use a single page.

> The goal of this toolkit is not to help you optimise every part of life. The goal is to give you simple tools for imperfect days.

This guide is part of **The Complete Balance Method™** and connects with the principles explored in *Healthy Gut, More Energy*, *Cortisol Reset*, *Hormones in Balance*, *Healthy Weight Formula*, and *My Health Compass*. Rather than repeating complete chapters, this toolkit translates the most useful principles from those books into immediate, practical actions.

You do not need to start over. You only need to return.



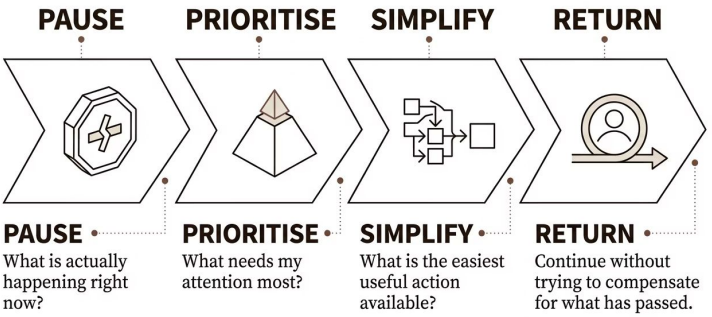


THE FRAMEWORK

The Quick Reset Formula

At the heart of this toolkit is one simple four-step framework. It applies whether you are managing a stressful morning, an off-track week, or a day when nothing has gone to plan. The reset formula is a behavioural tool — a way of interrupting automatic reactions and choosing a deliberate next step.

Important: In this guide, the word "reset" has a specific, practical meaning. It does not mean detoxifying the body, rebalancing hormones overnight, or repairing the microbiome in a day. It means: **pause → assess → simplify → choose one useful action → return to routine.**



Why This Works

When stress or overwhelm takes hold, the mind tends to catastrophise, add more tasks, or swing between extremes. The Quick Reset Formula interrupts that cycle. It asks one question at a time, in sequence, until a single useful action becomes clear.

How to Use It

You do not need to complete all four steps perfectly. Even using Step 1 alone — pausing to ask what is actually happening — can change the quality of your next decision. Use the formula whenever you feel stuck, overwhelmed, or off track.



TOOL 1

The 60-Second Check-In

Before reaching for your phone, opening another app, or adding more to your to-do list, try this. The 60-Second Check-In is a brief self-assessment that helps you identify what your body and mind actually need in this moment — rather than reacting automatically.

1	**Am I hungry?** When did I last eat? Is my body signalling a need for food?
2	**Am I thirsty?** Have I had enough water today? Is mild dehydration affecting my focus?
3	**Am I tired?** Did I sleep enough? Do I need a genuine rest or a short break?
4	**Am I stressed?** Is something weighing on me? Can I name what it is?
5	**Have I moved today?** Has my body been still for too long? Would a short walk help?
6	**Do I need a break?** Am I running on too much stimulation? Can I step away for five minutes?

After the check-in, choose ONE next action. Not six. One.



TOOL 2

The 5-Minute Stress Reset

This is a practical stress-management practice that can be used on difficult days, during demanding work periods, or any time you feel overwhelmed. It is not a medical treatment for cortisol disorders or anxiety conditions — it is a brief, structured way to create a pause and reduce physical tension.

Minute 1

Stop completely. Notice where you are holding physical tension — shoulders, jaw, hands, chest. Simply observe without judgement.

Minute 2

Slow your breath. Breathe in gently for four counts, hold briefly, breathe out for six counts. Repeat several times.

Minute 3

Consciously release tension from your shoulders, jaw, and hands. Let them soften. Do not force anything.

Minute 4

Identify the single next useful task. Just one. Not the whole list — one.

Minute 5

Walk briefly, stretch gently, or return calmly to what needs doing. Carry the slower pace with you.

1 2 3 4 5

No Five Minutes? Use Two.

30 seconds: Stop and pause completely.
60 seconds: Slow, deliberate breathing.
30 seconds: Choose one next step.

Something small can still interrupt autopilot.

Remember

Slow breathing, brief pauses, and gentle movement are supportive self-care tools. They can help manage the experience of stress. They are not replacements for professional support when stress is severe, persistent, or clinically significant.



TOOLS 4 & 5

The Morning Reset & The Bad-Sleep Morning Plan

Some mornings are simply harder than others. Whether you woke up rushed, unmotivated, or after a poor night's sleep, the same principle applies: keep the morning simple, reduce the pressure, and focus only on what genuinely matters in the next hour.

The Morning Reset

For mornings when you feel tired, rushed, or overwhelmed:

- **Get daylight** — step outside or near a window as early as practical.
- **Drink according to thirst** — hydrate without rigid rules.
- **Move briefly** — even five minutes of gentle movement counts.
- **Choose a useful first meal** when you are genuinely hungry.
- **Limit excessive digital input** during the first part of the morning where practical.

This is not a "cortisol reset routine." It is a practical way to start a difficult morning with less friction.

The Bad-Sleep Morning Plan

After a poor night, resist the urge to either push through recklessly or collapse into the day.

- Seek natural daylight early.
- Hydrate normally throughout the day.
- Eat regular, nourishing meals — do not skip food to "compensate."
- Use caffeine thoughtfully, avoiding large quantities late in the day.
- Choose gentle movement over intense exercise.
- Protect the coming evening to support that night's sleep.
- Avoid unnecessary overexertion.

> Support the day. Do not punish yourself for the night.



TOOLS 6, 7 & 8

Energy, Movement & The Desk Reset

Tool 6 — The Energy Crash Check

Before reaching for more caffeine or pushing through the afternoon slump, pause and consider what may actually be driving the crash.

Sleep & Rest

Did I sleep enough last night? Have I had any rest breaks today?

Food & Balance

Have I eaten today? Was my last meal reasonably balanced?

Hydration

Have I had enough water? Mild dehydration commonly contributes to fatigue and difficulty concentrating.

Caffeine Pattern

Have I used excessive caffeine today? Has it disrupted my energy rhythm?

Mental Load

Am I mentally overloaded? Is cognitive fatigue driving the crash rather than physical tiredness?

Try one of these: a short walk, water, a small snack, a brief rest, or a few minutes away from stimulation. Persistent or unexplained fatigue warrants medical evaluation.

Tool 7 — The 10-Minute Walk Reset

A ten-minute walk is one of the most versatile tools in this guide. Use it as a movement break, a stress transition, a post-meal activity, a breath of fresh air, or simply a change of environment. You do not need to walk fast, count steps, or treat it as exercise. Simply go.

Tool 8 — The Desk Reset

For anyone sitting for extended periods. Every 60–90 minutes: stand up, walk for two minutes, gently mobilise your shoulders, shift your hips, take several slow breaths, refill your water, and look away from your screen. This is a posture and circulation practice, not a fitness programme.



TOOLS 9 & 10

The "No Time to Exercise" Plan & The Quick Strength Reset

Movement matters — but it does not need to be long, structured, or intense to be useful. The goal is to maintain the *identity* of being an active person even on the busiest days. Reduce the session when necessary. Do not eliminate it entirely.

5 Minutes

Walk around the block. March on the spot. Stretch briefly. Do five minutes of any comfortable movement. Five minutes is genuinely better than nothing.

10 Minutes

Walk briskly. Combine simple bodyweight movements — sit-to-stand, wall push-ups, gentle mobility. A resistance band routine works well here.

20 Minutes

A purposeful walk, a short strength circuit, or a yoga/mobility sequence. Enough to genuinely support energy, mood, and body composition over time.

> Reduce the session — not the identity of being active.

Tool 10 — The Quick Strength Reset

Strength training is one of the most evidence-supported habits for women over 40, supporting bone density, muscle mass, metabolism, and overall resilience. You do not need a gym. A simple structure might include: a sit-to-stand or squat variation, a wall push-up or suitable pressing movement, a row using a resistance band, calf raises, and carrying suitable weights such as shopping bags or a weighted bag.

⚠ Always adapt activity to your current physical ability, any injuries, and medical conditions. If you are new to strength training or have relevant health considerations, seek appropriate guidance before beginning.

TOOLS 11, 12 & 13

Digestion Tools — Bloating, Constipation & Gut Reset

Digestive discomfort is common and can have many different causes. These tools are designed to help you respond thoughtfully on difficult days — not to diagnose or treat a medical condition. Always seek professional advice for persistent, severe, or unexplained symptoms.

Tool 11 — The Bloated-Day Checklist

Before drawing conclusions, consider what may have contributed:

- Did I eat unusually quickly today?
- Was the meal significantly larger than usual?
- Have I increased fibre rapidly in recent days?
- Am I constipated?
- Did I consume foods I personally tolerate less well?
- Am I under significant stress? (The gut-brain connection is well established.)
- Is this symptom persistent, severe, or unusual for me?

Possible gentle actions: comfortable walking, normal hydration, regular eating, and avoiding unnecessary food restriction. Do not detox. Do not eliminate food groups after a single episode.

⊗ Seek medical advice for persistent, severe, or unexplained digestive symptoms.

Tool 12 — The Constipation Foundation Check

- **Fibre:** Are you eating a variety of vegetables, fruit, wholegrains, and legumes?
- **Fluids:** Are you hydrating adequately throughout the day?
- **Movement:** Is physical activity part of your regular routine?
- **Regular eating:** Are you eating at reasonably consistent times?
- **Routine:** Do you allow time and comfort for bowel habits?

Constipation can have many causes. These foundations support healthy bowel function for many people, but they are not guaranteed to resolve all cases. Encourage professional advice for persistent or severe constipation.

Tool 13 — The "My Gut Feels Off" Reset

Return to familiar, well-tolerated foods. Eat at regular intervals. Hydrate normally. Move comfortably. Avoid unnecessary experimentation or restriction. Observe your symptoms rather than immediately eliminating foods.

> When your gut feels unsettled, simpler may be better than more extreme.

TOOLS 14 & 15

The 5-Minute Meal Formula & The Empty-Fridge Reset

Good nutrition on a difficult day does not require a recipe, a shopping trip, or an hour in the kitchen. It requires a simple framework and knowledge of what you already have. These two tools are designed for the moments when eating well feels impossible.



Pick One Protein

Eggs, tinned fish, yoghurt, cooked chicken, beans, lentils, tofu, cottage cheese, or any protein you have available.



Pick One Produce Item

Fresh, frozen, or tinned vegetables. A handful of salad leaves. A piece of fruit. Whatever is available.



Pick One Fibre-Rich Carbohydrate

Oats, wholegrain bread, rice, potatoes, cooked grains, or tinned legumes. Something that provides sustained energy.



Add Flavour & Healthy Fat

Olive oil, nuts, seeds, avocado, herbs, spices, lemon juice, or a simple dressing. This makes a plain meal satisfying.

Quick combinations: Yoghurt + oats + berries + a handful of nuts. Eggs + roasted vegetables + wholegrain toast. Tinned beans + pre-cooked grains + salad leaves. Tinned tuna + boiled potatoes + a simple salad. Tofu + frozen vegetables + rice.

Tool 15 — The Empty-Fridge Reset

Before deciding there is nothing to eat, check these four places systematically:

Freezer

Frozen vegetables, protein, bread, ready grains

Pantry

Tinned legumes, pasta, rice, oats, tinned fish or tomatoes

Eggs & Dairy

Eggs, yoghurt, cheese — all quick protein sources

Condiments

Oil, soy sauce, herbs, spices — flavour from a near-empty kitchen

> You may have more options than you think.

TOOL 16

The Emergency Shopping List

When your kitchen is genuinely empty and you need to shop quickly, this ten-category framework helps you build a functional, nourishing base in one short trip. You do not need all of these items, and substitutions are always encouraged. Use this as a prompt, not a prescription.

1 Eggs or another quick protein

Versatile, fast, and affordable. Tinned fish, cooked chicken, or any protein you reliably eat work equally well.

2 Yoghurt or dairy alternative

Plain yoghurt works as a breakfast, a snack base, and a quick protein source throughout the day.

3 Frozen vegetables

Nutritionally excellent, no preparation required, and they last weeks. Peas, spinach, broccoli, and mixed vegetables are all reliable choices.

4 Fresh vegetables

Whatever looks appealing and is in season. Prioritise items you will actually use this week.

5 Fruit

Fresh or frozen. Bananas, berries, apples — whatever works for your week.





TOOL 16 (CONTINUED)

The Emergency Shopping List (continued)

1 Wholegrain bread or oats

A reliable carbohydrate base for quick meals and breakfasts.

2 Legumes

Tinned chickpeas, lentils, kidney beans, or black beans. Affordable, filling, and high in fibre and protein.

3 Healthy fat

Olive oil, a small bag of mixed nuts, or avocados. Essential for satiety and flavour.

4 Whole grain or rice

Pre-cooked pouches, dried rice, pasta, or quinoa. Fast, filling, and easy to combine with almost anything.

5 One easy protein convenience option

Tinned tuna, smoked salmon, a rotisserie chicken, or pre-cooked prawns. For days when cooking feels out of reach.

For a more comprehensive list of staples, refer to **The Balance Shopping List**, which accompanies this toolkit as part of The Complete Balance Method™.

TOOLS 17, 18 & 19

Eating Resets — After a Large Meal, Eating Out & the Weekend

Three of the most common moments when people feel they have "failed" at healthy eating are after a large meal, after eating out, and over the weekend. None of these situations require a corrective response. They require a return to normal.

Tool 17 — The "I Ate Too Much" Reset

One large meal does not require fasting, punishment, excessive exercise, meal skipping, or any form of compensatory restriction. These responses rarely help and can create a difficult cycle over time.

What to do instead:

- Return to your normal eating pattern at the next meal.
- Hydrate normally.
- Move comfortably if you feel like it — not to burn off the meal.
- Notice what happened without judgement and move on.

> Do not compensate. Return.

Tool 18 — The Restaurant Reset

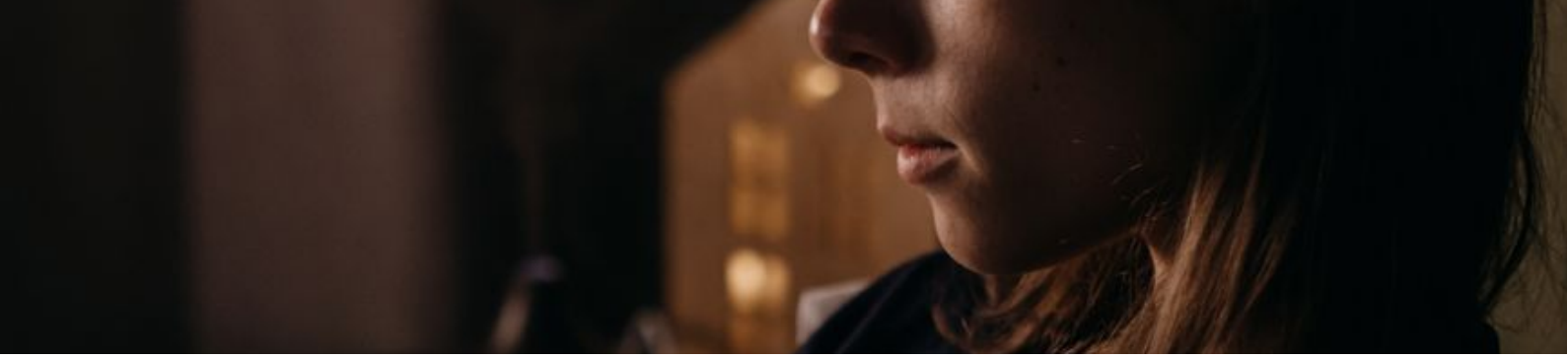
Eating out is part of a full life. It does not require advance restriction, guilt, or correction afterwards.

- **Before:** Arrive reasonably hungry — not starving, not having already eaten to "be safe."
- **During:** Choose food you genuinely enjoy. Include protein and vegetables when practical and desirable, not as rules. Eat at a comfortable pace.
- **After:** Return to your normal routine at the next meal. There is nothing to "undo."

Tool 19 — The Weekend Reset

Many people find their routines strong Monday to Friday and then feel they lose all structure at the weekend. Rather than attempting to maintain a weekday-level routine on days that naturally feel different, try choosing three "anchors" — small habits that keep you connected to your foundations without restricting your enjoyment.

Choose 3 Weekend Anchors from: regular meals, any movement, normal hydration, reasonable sleep awareness, or one enjoyable nourishing meal per day.



TOOLS 20 & 21

The Monday Reset & The Evening Reset

Two of the most consistent patterns in health behaviour are the Monday morning "restart" and the evening wind-down. Both are opportunities — and both are frequently approached in ways that create more pressure rather than less.

Monday Does Not Need to Repair Sunday

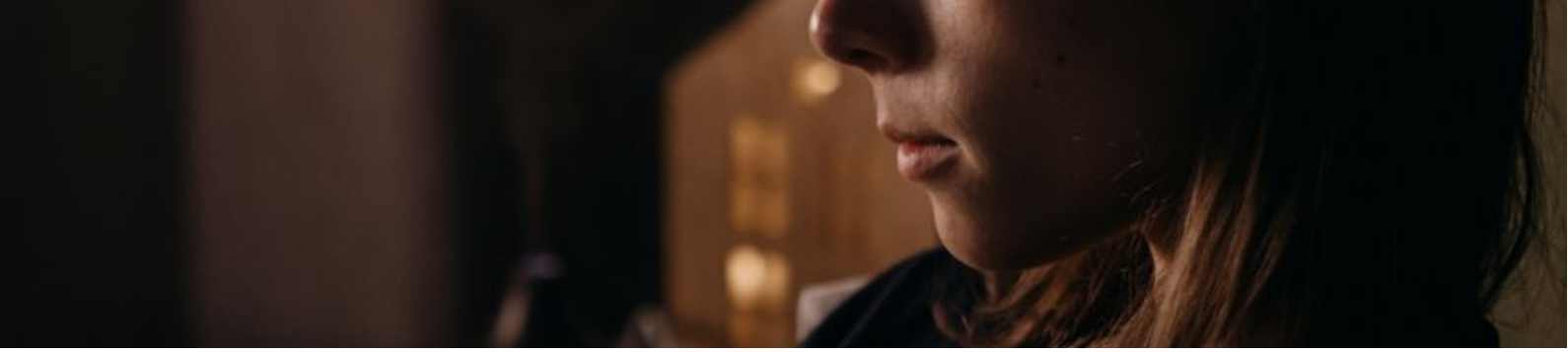
Monday is not a detox day. It is not a punishment. It is not the moment to compensate for everything that happened over the weekend. It is simply the next day. Eat normally. Move. Rehydrate normally. Return to your sleep routine. Continue from where you are — not from an imaginary clean slate that requires suffering to reach.

The Evening Reset Sequence

A calm, consistent evening is one of the most supportive things you can create for your sleep, your stress levels, and the following morning. This does not need to be elaborate.

- **Close the workday** — a clear ending to work is important, even at home.
- **Reduce unnecessary stimulation** — particularly from screens and news.
- **Prepare one thing for tomorrow** — a small act of readiness reduces morning anxiety.
- **Create comfortable, dimmer lighting** in the hour before bed where practical.
- **Choose a calming activity** — reading, light stretching, music, or quiet conversation.
- **Go to bed at a realistic, consistent time** rather than an aspirational one.

The evening routine does not need to be perfect. The intention to wind down matters more than a flawless sequence.



TOOLS 22 & 23

Sleep Tools — When Your Mind Won't Switch Off

Poor sleep is one of the most common concerns for women over 40, and one of the most significant drivers of fatigue, mood changes, and reduced resilience. These tools are practical self-care strategies. They are not treatments for clinical insomnia or any sleep disorder — those require professional evaluation and support.

Tool 22 — The "My Mind Won't Switch Off" Tool

A busy, racing mind at bedtime is extremely common, particularly after demanding days. These practical strategies can help reduce mental activity before sleep:

- **Write tomorrow's tasks down** — transferring them from your mind to paper genuinely reduces the mental loop of trying to remember them.
- **Reduce stimulation** in the 30–60 minutes before bed — news, social media, work emails, and intense conversations all activate rather than calm.
- **Use slow, deliberate breathing** — a longer out-breath than in-breath is particularly calming.
- **Read a physical book** or listen to quiet music or a calming podcast.
- **Avoid continuing work in bed** — the association between bed and wakefulness is worth protecting against.

Tool 23 — The Middle-of-the-Night Plan

Waking during the night is common and not always a sign of a problem. If you find yourself awake at 2am or 3am:

- Avoid looking at the clock repeatedly — it increases anxiety about lost sleep.
- Keep the room calm and dark.
- Avoid highly stimulating activity — checking your phone, starting work, or watching television.
- Use slow, quiet breathing or a simple relaxation practice.
- Do not panic — most people return to sleep.
- If waking at a particular time leads you to conclusions about "cortisol imbalance," note that waking during the night has many possible causes and requires professional assessment to evaluate meaningfully.

Persistent, significant sleep problems deserve professional assessment. Self-care tools have real limits.



TOOLS 24 & 25

The "Too Tired to Cook" Plan & The Craving Check

On the most exhausted evenings, the choice is rarely between a perfect healthy dinner and junk food. It is usually between finding something adequate or finding nothing at all. These two tools address the most common food challenges on difficult days.

1 2 3

Level 1 — Assemble

No cooking required. Yoghurt and fruit with oats. Tinned fish on crackers with salad leaves. Cheese, fruit, and wholegrain bread. A handful of nuts with a banana.

Level 2 — Heat

Use your freezer and pantry. Frozen vegetables with a pre-cooked grain pouch and tinned legumes. Soup from a tin with wholegrain bread. Eggs scrambled with frozen spinach.

Level 3 — Cook Simple

One pan only. Eggs with whatever vegetables are available. Pasta with olive oil, tinned tomatoes, and a protein. Stir-fry using frozen vegetables and any protein in the freezer.

> The goal is a useful meal. Not a perfect recipe.

Tool 25 — The Craving Check

Before responding to a craving automatically, pause and ask yourself one or two of these questions:

Am I physically hungry?

When did I last eat a proper meal?

Did I eat enough earlier?

Was my last meal balanced and satisfying?

Am I stressed or tired?

Is emotion or exhaustion the primary driver right now?

Do I simply want this food?

That is also a valid answer — enjoy it without guilt if so.



TOOL 26

The Emotional Eating Pause

Two of the most sensitive areas in women's health over 40 are the relationship with food during emotional difficulty, and the management of symptoms associated with perimenopause and menopause. Both deserve a compassionate, realistic, and honest approach.

Turning to food during emotional difficulty is part of normal human behaviour. It is not a character flaw or a moral failure. The goal of this tool is not to prevent emotional eating, but to create a brief moment of awareness before acting automatically.

01

Notice

Observe that you are reaching for food in a moment of emotional intensity. Pause without judgement.

02

Name the Emotion

Can you identify what you are feeling? Stress, loneliness, frustration, boredom, anxiety?

03

Ask What You Need

Is food what will genuinely help right now, or is something else needed — connection, rest, comfort, distraction?

04

Choose Consciously

Whatever you decide, let it be a choice — not an automatic reaction. There is no wrong answer here.

Persistent distress around eating or a difficult relationship with food may benefit from professional support. This tool is not a substitute for that.



TOOL 27

The Menopause Rough-Day Plan

For days when perimenopause or menopause symptoms are more present — whether that means disrupted sleep, hot flushes, low energy, mood changes, or brain fog — the most supportive response is often to reduce the pressure rather than push through it.

- Reduce unnecessary demands on difficult days where practical.
- Hydrate well — hot flushes and night sweats increase fluid needs.
- Eat nourishing, regular meals — blood sugar stability can support energy and mood.
- Choose comfortable movement rather than intense exercise on symptomatic days.
- Allow for recovery — rest is not weakness, particularly during hormonal transitions.
- Seek medical support when symptoms are significantly affecting quality of life.

> Lifestyle tools can support wellbeing during perimenopause and menopause. They do not eliminate or treat the underlying hormonal transition. Medical support is available and appropriate.

For a deeper exploration of this topic, refer to Hormones in Balance, part of The Complete Balance Method™.



TOOLS 28, 29 & 30

Work Stress, Information Overload & the Social Media Reset

Modern life generates an extraordinary volume of demands — from workplace pressure and digital overload to an endless stream of health advice that can leave even motivated people feeling more confused than supported. These three tools address the mental and digital dimensions of everyday overwhelm.

Tool 28 — Work Stress Reset

Stop. Close the laptop or put down what you are doing for sixty seconds.
Breathe. Three to five slow breaths.
Prioritise. Of all the tasks in front of you, which one actually matters most right now?
Choose one task. Begin only that one.
Take a movement break every 60–90 minutes. Multitasking is exhausting and less effective than focused, sequential work.

Tool 29 — Information Overload Reset

If you feel overwhelmed by health advice, try this: **stop adding new rules for seven days.** Return your attention to the basics — consistent food, adequate sleep, regular movement, stress awareness, appropriate medical care, and steady effort. More information is not always more progress. The fundamentals, practised consistently, produce the most reliable results.

Temporarily set aside new detoxes, new hacks, new miracle foods, and new restrictive approaches. Let what you already know be enough for a week.

Tool 30 — Social Media Reset

Digital environments can significantly affect mood, body image, and health behaviours. Some practical adjustments:
Remove unnecessary notifications from health and social apps.
Create phone-free periods during meals.
Avoid health content immediately before bed.
Unfollow accounts that consistently promote fear, shame, or unrealistic imagery.
This is not a prescription for digital abstinence — it is a prompt to curate your environment intentionally.

TOOLS 31 & 32

Travel & Holiday Resets

Travel and holidays are not health emergencies. They are part of a full life — and they do not need to be approached as challenges to overcome, restrict around, or recover from intensively afterwards. These tools help you maintain your foundations flexibly, without turning travel into a strict wellness exercise.

Tool 31 — The Travel Reset

On travel days — whether commuting long distances, flying, or driving — keep your priorities genuinely simple:

Fluids

Prioritise water. Travel environments are often dehydrating.

Regular Food

Eat at reasonable intervals. Airport and service station food can include nourishing choices — you do not need to be perfect.

Protein & Fibre

Where available, include a protein and fibre source to support energy and satiety during long journeys.

Movement

Walk when possible. Stretch when waiting. Move during layovers rather than sitting continuously.

Sleep Support

On long-haul or overnight travel, prioritise sleep where possible. An eye mask and earplugs are simple, effective tools.

Flexibility

Not every travel day will be nutritionally ideal. That is expected and acceptable.

Tool 32 — The Holiday Reset

Holidays are part of life — not a problem to manage or repair. You do not need to earn a holiday through dietary perfection beforehand, and you do not need to "detox" afterwards. What matters is maintaining a few gentle anchors so that returning to your normal routine feels simple rather than overwhelming.

Eat enjoyably

Food that is pleasurable and culturally relevant is part of the holiday experience.

Include nourishing options

When available and appealing — not as a rule.

Move in ways you enjoy

Walking, swimming, cycling — movement that feels like part of the experience.

Hydrate and sleep

Two foundations that support energy and enjoyment regardless of context.

Return to routine easily

Because you never fully abandoned it.

> You do not need to earn or repair a holiday.

TOOLS 33 & 34

The Lost-Routine Reset & The Bad-Day Plan

Two of the most important tools in this entire guide. Whether your routine has slipped over days, weeks, or months — and whether today simply feels impossible — these pages offer a clear, pressure-free path back.

Tool 33 — The "I Have Lost My Routine" Reset

Do not attempt to restart everything at once. That approach almost always creates unsustainable pressure and leads to another collapse within days. Instead, choose one anchor in each of three areas and repeat only those for several days before adding anything more.

- **One Food Anchor:** One nourishing meal or eating pattern you will reliably return to.
- **One Movement Anchor:** One manageable form of movement you will do consistently.
- **One Sleep Anchor:** One consistent sleep or evening habit you will protect.

> Rebuild from three foundations. Everything else can wait.

Tool 34 — The Bad-Day Plan

This page is designed to be used on days when everything feels difficult. You do not need to read the whole guide. Use only this.

Food

Eat simple, nourishing meals. Nothing elaborate. Just real food at reasonable intervals.

Movement

Do the minimum useful amount. A ten-minute walk is enough on a bad day.

Stress

Create one pause. Use the 2-Minute Reset or the 60-Second Check-In. One pause changes something.

Sleep

Protect the evening where possible. A calm wind-down is the single most accessible sleep tool.

Mindset

Do not declare the week ruined because of one difficult day. A bad day does not become a bad month unless you decide it does.

> A bad day does not need to become a bad month.



TOOL 35

The 24-Hour Return Plan

This is a flexible, one-day foundation framework for returning to your basics after any disruption — a stressful week, a period of travel, an illness, or simply a run of difficult days. This is emphatically **not a detox**. It is a return-to-routine day. Nothing is restricted. Nothing needs to be "earned" or "undone." This is simply a practical framework for a steady, supportive day.

Morning

Daylight — step outside or near a window within the first hour.
Hydration — drink water when thirsty, without rigid targets.
Simple first meal when genuinely hungry — no need for anything elaborate.

Afternoon

Hydration — check in with your fluid intake.
Energy check — use Tool 6 if you are crashing.
Desk reset if you have been sitting for a long time.

1 2 3 4

Midday

Balanced food — use the 5-Minute Meal Formula if helpful.
Movement — a ten-minute walk, a short stretch, or whatever is accessible.
One work break — away from the screen, even briefly.

Evening

Simple dinner — something nourishing and easy to prepare.
Reduce stimulation in the hour before bed.
Sleep routine — a consistent, calm wind-down. Bed at a realistic time.

A return-to-routine day — not a detox day. This is your foundation, not a restriction.

Repeat this framework for two to three days in succession if needed. Stability builds on consistency, not on intensity. After several steady days, begin adding any additional healthy behaviours you want to reintroduce — one at a time.



PRACTICAL REFERENCE

The Traffic-Light System

This is a simple self-awareness framework to help you identify where you are and what kind of response is appropriate. It is not a diagnostic system and cannot assess medical conditions. It is a practical tool for deciding whether to carry on, simplify, or seek professional help.

Green — I Feel Stable

Sleep is reasonably good. Energy is manageable. Digestion feels normal. Stress is present but within a manageable range. Mood is generally stable. Routine is largely intact.

Response: Continue your normal habits. Maintain your foundations. Use the Weekly Reset to review and plan ahead. No intervention required.

Amber — Things Are Slipping

Sleep has been disrupted for several nights. Energy is low. Stress feels elevated. Digestion is less comfortable than usual. Routine has partially broken down. Mood is lower or more variable than normal.

Response: Simplify. Choose one or two reset tools from this guide. Use the Bad-Day Plan or the 24-Hour Return Plan. Focus only on foundations — food, sleep, movement, and one stress tool. Do not add new habits during this period.

Red — This Needs Professional Attention

Symptoms are severe, persistent, or medically concerning. Self-care tools are not providing adequate relief. Something feels significantly wrong. You are struggling with mental health, and it is affecting daily function.

Response: Seek appropriate professional help. This toolkit is not a substitute for medical care. Self-management has real limits, and recognising those limits is itself an act of good self-care.

⚠ This system is a self-management framework — not a diagnostic tool. When in doubt, consult a qualified healthcare professional.



SAFETY

When a Quick Reset Is Not Enough

The tools in this guide support everyday wellbeing during normal fluctuations in energy, stress, sleep, digestion, and routine. They are appropriate for the minor and moderate challenges of daily life. They are not appropriate as a substitute for medical assessment and treatment when something is significantly wrong.

Seek Medical Attention Promptly For:

- Chest pain or pressure, or significant shortness of breath
- Fainting or loss of consciousness
- Blood in your stool or urine
- Severe or persistent abdominal pain
- Unexplained significant weight loss
- Persistent, severe fatigue that does not respond to rest
- Postmenopausal bleeding
- Severe or worsening mental health symptoms
- Significant persistent sleep problems despite consistent self-care
- Any severe, new, or unexplained symptoms
- Symptoms that are worrying you, regardless of whether they appear on this list

This list is not exhaustive. If you are concerned about a symptom, the appropriate response is always to contact a qualified healthcare professional. In a medical emergency, call your emergency services immediately.

> Good self-care includes knowing when self-care is not enough.

The tools in this guide work best as part of a broader approach to health that includes appropriate medical care, honest communication with your healthcare providers, and a realistic understanding of what self-care can and cannot achieve. These tools support lifestyle and wellbeing. They do not diagnose, treat, or cure any medical condition.

Your Personal Reset Menu

Use this page to identify your own go-to tools before you need them. Taking five minutes now to fill in this page means that on a difficult day, you will not need to make decisions under pressure — your answers are already here.

When I Am Stressed, I Will...

Tool: _____

First step: _____

When I Am Tired, I Will...

Tool: _____

First step: _____

When My Digestion Feels Off, I Will...

Tool: _____

First step: _____

When I Have No Time to Cook, I Will...

Tool: _____

First step: _____

When I Miss Exercise, I Will...

Tool: _____

First step: _____

When My Sleep Is Poor, I Will...

Tool: _____

First step: _____

When I Lose My Routine, I Will...

Tool: _____

First step: _____



REFLECTION TOOL

My 5 Go-To Reset Tools

From everything in this guide, choose the five tools that feel most relevant to your life right now. Record them here, including when and why you would use each one. This list may change over time — revisit it whenever your circumstances shift.

1 My First Tool

Tool name: _____

When I will use it: _____

Why it helps me specifically: _____

2 My Second Tool

Tool name: _____

When I will use it: _____

Why it helps me specifically: _____

3 My Third Tool

Tool name: _____

When I will use it: _____

Why it helps me specifically: _____

4 My Fourth Tool

Tool name: _____

When I will use it: _____

Why it helps me specifically: _____

5 My Fifth Tool

Tool name: _____

When I will use it: _____

Why it helps me specifically: _____



EMERGENCY REFERENCE

The Complete Balance Emergency Card

When Everything Feels Too Much

Keep this page accessible. Use it whenever you need it most.

1. Stop

Physically stop what you are doing. Put things down. Sit down if possible.

2. Breathe

Three to five slow, deliberate breaths. Longer out than in.

3. Drink If Thirsty

A glass of water. Simple, immediate, and often genuinely helpful.

4. Eat If Hungry

Something simple. Anything nourishing that is available right now.

5. Move Gently

A short walk. A gentle stretch. Five minutes outside if possible.

6. Reduce the Plan

Remove everything non-essential from today's list. What genuinely needs to happen today?

7. Choose One Priority

One task. One action. One next step. Only one.

8. Ask for Help If Needed

From a friend, a colleague, a family member, or a professional. Asking for help is strength.

9. Return Tomorrow

Today does not define the week. Tomorrow is available. You will return.

> Pause. Simplify. Choose one useful action. Return.



WEEKLY PRACTICE

The Weekly Reset

Set aside ten minutes at the end of each week for this brief self-review. It does not need to be detailed or formal — the goal is simply to notice patterns, acknowledge what has worked, and identify one useful priority for the week ahead. Even a partial review is more useful than none at all.

Looking Back

What went well this week?

_____
_____
_____

What slipped or felt difficult?

_____
_____
_____

How was my sleep overall?

_____
_____
_____

How was my digestion?

_____
_____
_____

How was my stress level?

_____
_____

Looking Ahead

Did I eat regularly?

_____
_____
_____

Did I move in some way?

_____
_____
_____

What is making next week difficult?

_____
_____
_____

What can I prepare in advance?

_____
_____
_____

What ONE thing matters most next week?

_____
_____

The Weekly Reset is not a performance review. There are no right or wrong answers — only honest ones.



WEEKLY PLANNING

Your Weekly Prep Window

This is not a Sunday ritual. It is simply a window — fifteen to thirty minutes sometime during your week when you take stock of the coming days and make a few practical preparations. Choose whichever time works reliably for your life: Friday afternoon, Saturday morning, Sunday evening, or any other slot that is genuinely available.

The goal is not to spend hours in the kitchen or plan every meal in detail. The goal is to reduce the number of decisions and friction points that make healthy habits harder on busy days.

Check the Calendar

What does the coming week actually look like? Where are the busy days, the late evenings, the days when cooking will be difficult?

Plan Several Meals

Not every meal — just the most likely problem moments. Three or four planned meals for the week is enough to reduce decision fatigue significantly.

Check Groceries

Do you have the basics? Refer to the Emergency Shopping List if needed. Order or shop for what is genuinely missing.

Prepare One Protein

Boiled eggs, cooked chicken, a tin of legumes set out ready. One pre-prepared protein reduces the effort of multiple meals during the week.

Prepare Vegetables

Wash, chop, or roast one batch of vegetables. This small step removes a significant barrier on tired evenings.

Schedule Movement

Block movement into the calendar as you would any other appointment. Unscheduled movement is usually the first thing removed on a busy day.

Fifteen minutes of preparation saves hours of difficult decision-making during the week. It is one of the most high-return habits in this entire toolkit.



PERSONAL WORKSHEET

Your Personal "Back to Basics" List

This is one of the most important pages in the guide. When life becomes genuinely difficult — during illness, high stress, loss, transition, or simply a hard season — it helps enormously to know in advance what *your* minimum standards are. Not a perfect week. Not optimal habits. Just your basics.

Take fifteen minutes to fill in this worksheet. Be honest and be realistic. Your basics may be quite different from someone else's — and that is exactly as it should be. This list belongs to you.

Food — My Minimum Basic

When life is hard, at minimum I will...

_____
_____

Movement — My Minimum Basic

When life is hard, at minimum I will...

_____
_____

Sleep — My Minimum Basic

When life is hard, at minimum I will...

_____
_____

Stress — My Minimum Basic

When life is hard, at minimum I will...

_____
_____

Gut Health — My Minimum Basic

When life is hard, at minimum I will...

_____
_____

Healthcare — My Minimum Basic

Appointments I will not cancel, symptoms I will not ignore...

_____
_____

> Define your own foundations before a difficult season arrives. Then you will know exactly where to return.



RECOVERY FRAMEWORK

The 3-Day Return Plan

After any significant disruption — travel, illness, an intense work period, a holiday, a family crisis, or simply a long run of difficult days — rebuilding your routine is easier and more sustainable when you do it gradually. This three-day framework is designed to make return feel manageable rather than overwhelming.

Day 1 — Simplify

Return to the absolute basics only. A regular meal pattern, even if the food is simple. A short walk or any comfortable movement. Your normal sleep routine. Do not add anything else. Do not attempt to compensate for what you missed. Simply stabilise.

Day 2 — Stabilise

Repeat the same foundations from Day 1. Consistency on Day 2 reinforces that you are genuinely returning rather than attempting a single heroic effort before collapsing again. Notice how your body and mood respond to two consecutive steady days.

Day 3 — Build

Add one additional healthy behaviour — whichever feels most relevant to where you are now. It might be a longer walk, a more planned meal, a stress management practice, or a hydration intention. Only one. Let the rest follow naturally in the days ahead.

This framework does not promise any physical "reset" in three days. It offers a realistic, kind structure for restarting your routine without pressure.

After three days, refer to the 7-Day Return Tracker on the next page to continue building momentum over the following week. There is no urgency. Steady and consistent is the only pace that reliably works over time.

TRACKER

The 7-Day Return Tracker

This tracker is deliberately simple. Research consistently suggests that tracking too many behaviours at once reduces adherence. Choose only the foundations that genuinely matter for your return to routine. Tick, cross, or write a brief note each day — whatever helps you most.

Foundation	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Sleep routine							
Balanced meals							
Movement							
Stress pause							
Hydration awareness							
My personal priority: _____							

At the end of seven days, review your tracker without judgement. What does it show you? Not about what you failed to do, but about where your genuine strengths and challenges lie. Use that information to plan the following week more wisely.

Tracking is a tool, not a verdict. Use it to learn about yourself — not to judge yourself.

QUICK REFERENCE

If This → Try This

A practical one-page reference for the most common difficult moments. Use this as your first stop on a difficult day when you need a quick direction without searching through the full guide.

If This Is Happening...	Try This First
I feel stressed and overwhelmed	The 5-Minute Stress Reset (Tool 2) or the 2-Minute Version (Tool 3)
I woke up after poor sleep	The Bad-Sleep Morning Plan (Tool 5) — daylight, normal food, gentle movement
I am crashing in the afternoon	The Energy Crash Check (Tool 6) — water, food, a short walk, or a brief rest
I have no time to exercise today	The "No Time to Exercise" Plan (Tool 9) — choose the 5-minute option
I feel bloated today	The Bloated-Day Checklist (Tool 11) — observe, walk, hydrate normally
There is nothing in the fridge	The Empty-Fridge Reset (Tool 15) — check freezer, pantry, eggs, tins
I am too tired to cook	The "Too Tired to Cook" Plan (Tool 24) — Level 1 or Level 2
My mind won't switch off at night	Tool 22 — write tasks down, slow your breath, reduce stimulation
I have lost my routine completely	Tool 33 — choose one food, one movement, and one sleep anchor only
Today is simply a bad day	The Bad-Day Plan (Tool 34) — food, minimum movement, one pause, protect the evening
I am travelling or on holiday	Tools 31 & 32 — fluids, food, flexibility, enjoyment, return to routine after
I feel overwhelmed by health information	Tool 29 — stop adding new rules for 7 days, return to the basics



PHILOSOPHY

Health Is Not an All-or-Nothing Project

One of the most damaging ideas in modern health culture is that consistency means perfection. That if you miss a workout, eat an unplanned meal, have a bad week, or go on holiday and relax completely, you have somehow failed and must start again from scratch. This guide is built on a different understanding.

A genuinely healthy lifestyle includes good weeks and difficult weeks. It includes celebrations, travel, illness, stress, grief, exhaustion, and the unexpected events that no plan anticipates. Progress is not defined by never losing your routine. It is defined, in large part, by learning how to find your way back — more calmly, more quickly, and with less drama each time.

What Health Actually Includes

- Good weeks and genuinely difficult ones
- Celebrations and indulgences
- Illness and recovery
- Stress and periods of overwhelm
- Travel, holidays, and disruption
- Seasons when motivation is low
- The inevitable return after all of these

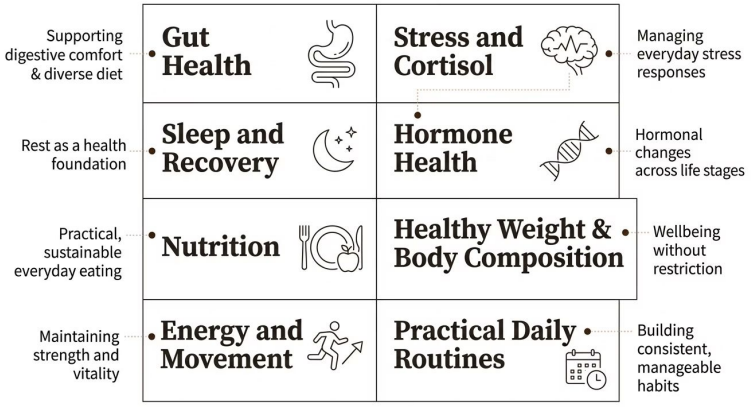
What Progress Actually Looks Like

- Returning to your basics after disruption — more easily each time
- Responding to difficult days with tools rather than self-criticism
- Knowing what your foundations are and returning to them reliably
- Seeking appropriate help when self-care reaches its limits
- Treating yourself as someone worth caring for — not someone who must earn care

> Resilience is not never falling out of routine. It is knowing how to find your way back.

The Broader Framework

Every tool in this guide connects to the eight pillars of **The Complete Balance Method™**. This toolkit translates those pillars into immediate, practical actions — but for a deeper exploration of any area, the full books within the method provide the evidence, context, and structured programmes that this guide intentionally keeps brief.



The Quick Reset Toolkit is one component of a broader ecosystem of support. It works best alongside *Healthy Gut, More Energy*, *Cortisol Reset*, *Hormones in Balance*, *Healthy Weight Formula*, and *My Health Compass*, as well as the practical companion guides including *The Balance Shopping List*, *30 Healthy Meal Formulas*, and the *21-Day Balance Challenge*.

Targeted nutritional supplements can complement healthy routines for some individuals. They are one optional element of a broader approach — not a substitute for food, movement, sleep, or appropriate medical care. Always discuss supplements with a qualified healthcare professional if you have any health conditions or take medication.





FINAL CHAPTER

Your Reset Is a Return

You have reached the end of the guide, but the tools here are designed to be revisited. Return to individual pages when you need them. Update your Personal Reset Menu as your life and circumstances change. Complete the Weekly Reset as a regular practice. Share the tools that genuinely help you.

There are several things you do not need in order to be well. You do not need punishment, detox, perfection, extreme restriction, or a new programme every Monday. What you need is simpler, more reliable, and already within reach.

You Need a Few Reliable Tools

Not fifty new habits. Not a complete overhaul. A handful of tools you trust and know how to use.

You Need to Know Your Foundations

The basics that work for your life, your body, and your circumstances — not someone else's.

You Need Permission to Return

Without drama, without compensation, without starting over. Simply continue — from exactly where you are.

> Pause. Simplify. Choose one useful action. Return.

You are not starting over.

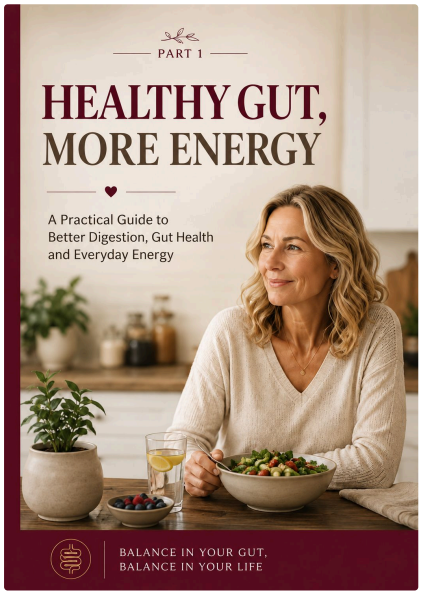
You are continuing with more experience.

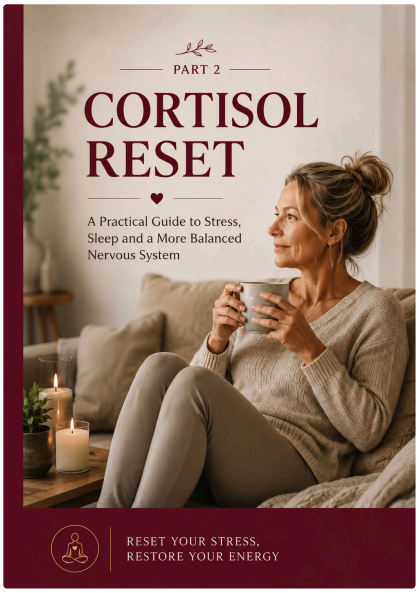
The Complete Balance Method™ — supporting your return to your foundations, every time.

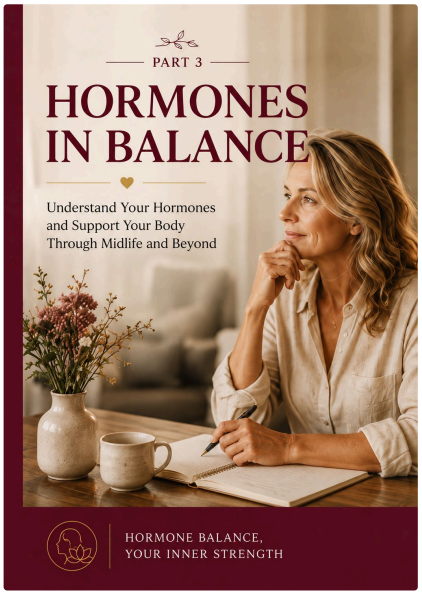
The Complete Balance Method™

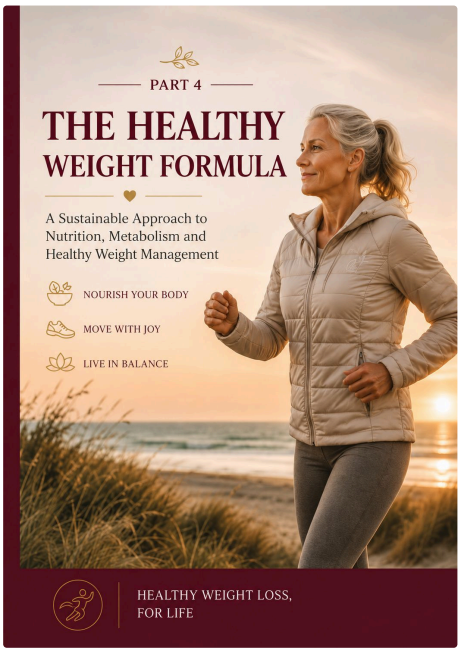
This guide is just one part of a complete approach to better health and lasting balance. **The Complete Balance Method™** brings together gut health, stress and cortisol, sleep and recovery, hormonal health, nutrition, healthy weight, energy, movement and practical daily routines — because your body does not work in separate parts. Each e-book and bonus guide has been created to help you understand your body more clearly and, above all, turn that knowledge into realistic actions you can actually maintain.

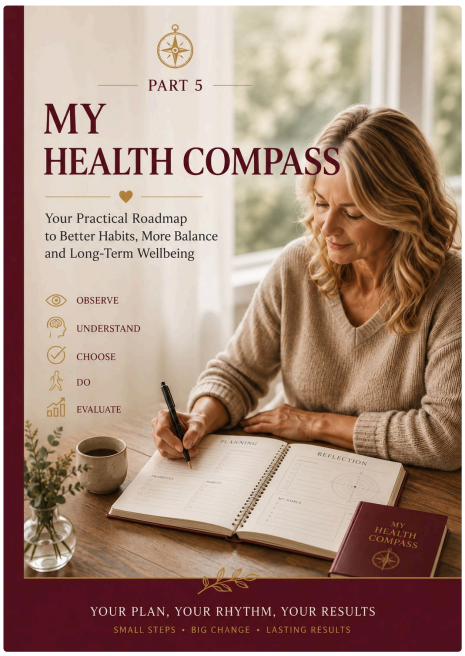
E-Books





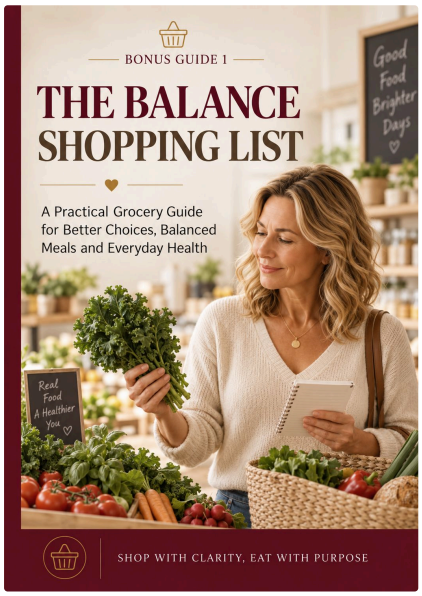


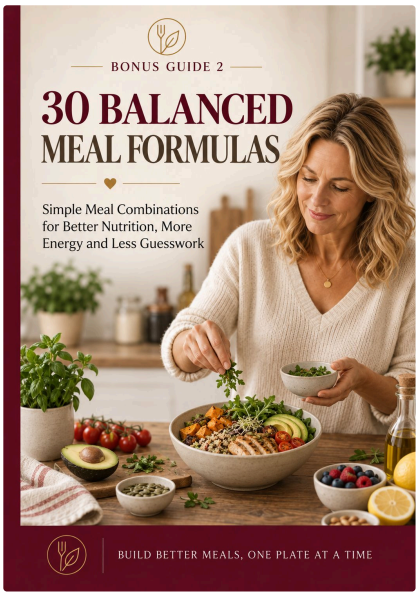




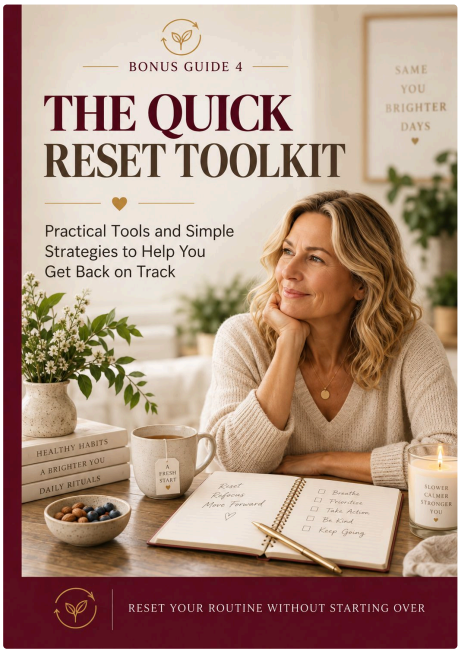
5 Bonus Guides

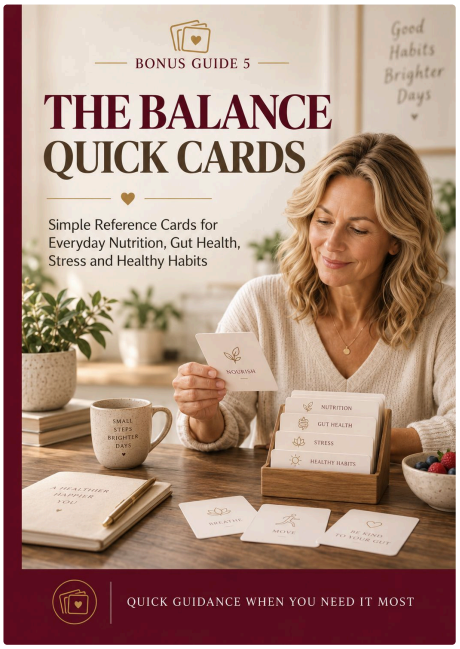
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The Smart Supplement Guide

The Smart Supplement Guide helps you navigate supplementation with greater clarity and confidence. It provides a practical overview of carefully selected supplements, their key ingredients and their role within a broader healthy lifestyle — helping you make more informed choices based on your personal goals and needs. Supplements are not a replacement for healthy habits, but when chosen thoughtfully, they can be a valuable addition to **The Complete Balance Method™**.



ONE COMPLETE METHOD.
ONE PRACTICAL SYSTEM.
BUILT AROUND YOUR REAL LIFE.

You do not need another quick fix, another extreme diet or another list of health rules you cannot maintain. You need a clear framework that helps you understand how the different parts of your health work together — and shows you what to focus on next.

With the complete bundle, you receive the full **The Complete Balance Method™** collection: all five in-depth e-books plus all five practical bonus guides, designed to take you from understanding your body to creating healthier routines that fit into everyday life.

Your next step does not have to be bigger. It simply has to move you in the right direction.