DISCOVER THE POWER OF MICRO-RESETS

Micro-Reset Deck for Daily Renewal

K. Todd Houston, Ph.D.

This deck helps you **recharge your mind** and boost productivity with simple, effective exercises.

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BREATHE - 90 SECONDS

Calm your nervous system fast.

1. **Inhale 4** counts through your nose.
2. **Exhale 6** counts through your mouth.
3. **Repeat** for 6-10 cycles.

Do: keep shoulders down, jaw unclenched, & belly soft.

Micro Affirmation: *I slow down to reset.*

BREATHE

Try these, too.

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1. **Box Breathing:** 4-4-4-4 (inhale-hold-exhale-hold).
2. **Physiological Sigh**: 2 short inhales + 1 long exhale x 3-5.
3. **Nasal Breathing**: light, steady, quiet.

Use between: sessions, reports, stressful meetings, difficult conversations.

Note: Stop if dizzy; sit before starting.

BODY - 2 MINUTES

Move tension out & bring energy back.

Sequence:

1. **Shoulder Openers** (30 sec.): roll back x 10, sweep arms wide.
2. **Neck Glide** (30 sec): Ears tall; glide head side to side.
3. **Hallway Walk** (60 sec): Brisk pace; swing arms; look at a far point.

Do: Breathe slow while moving.

Safety: *Modify for comfort; no pain.*

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BODY

Try these, too.

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Seated Reset (60-120 sec):

- Plant feet, sit tall.
- Hands on ribs, 4-6 breaths x 5.
- Seated twist left/right x 3 each; look over shoulder.

Standing Reset (60-120 sec):

- Wall chest stretch 20 sec/side (putting your shoulder blades in your back pocket.
- Calf rock-backs x 10.
- Shake out hands for 10 sec.

Tools: timer, doorway, wall.

Pro Tip: Pair with a doorway you pass often.

NOTES NOW - 2 MINUTES

Capture essentials while memory is fresh.

3 Steps:

1. **Timer 2:00** + open your notes app or write on paper.
2. **Write 3 bullets**:
   - What happened (outcome/data)
   - Why it matters (response to goal/strategy)
   - What's next (1 concrete plan/target)
3. **Tag & save**: Done.

Do: Try to finish on 1 try; perfection is not the goal.

Micro Affirmation: *Future me says thanks!*

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MINI-TEMPLATE

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Outcome: _____

Response/Notes: _____

Next step: _____

Smart phrases:

- "Tolerated ___ mins; increased to ___ with ___."
- "Parent reports ___; provided ___ handout.
- "Shifted to ___ due to fatigue/attention."

Time-saver: Dictate first, tidy later (≤30 sec).

FOCUS START - 5 MINUTES

Aim energy where it counts,

3 Steps:

1. One High-Impact Thing: _____
2. Block 25 minutes (silence notifications).
3. Begin now—no switching until timer ends.

Examples:

- finalize goal hierarchy for _____.
- build 3-note template.
- schedule consult.
- score two evaluations.
- return phone call to parent/colleague.

Mini Affirmation: *I steer my day.*

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ENERGY MATCH

Energy Match:

- **High focus**: evaluations, differential assessments, counseling.
- **Moderate focus**: session planning, writing notes
- **Low focus**: inbox, filing, supplies

Tiny Rules:

- close inbox; phone face-down
- Paper “parking lot” for ideas
- Stand for the last 2 minutes to close a block

INBOX-LITE

Clear just enough to keep moving.

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3 Steps:

1. **Triage**: Today / Next / Reference
2. **Process 5 emails only**: Reply with a template.
    a. Schedule / task it
    b. Archive
3. **Close inbox** & return to plan.

Micro-affirmation: *I choose what matters.*

Rise with power. Shine with purpose. Live with passion.

INBOX-REPLIES

Clear just enough to keep moving.

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1. **Intake info**: *"Thanks for reaching out. Here's the intake link and next openings [link], [date]."*
2. **Scheduling**: *"Two options that work: [day/time] or [day/time]. Reply with your pick."*
3. **Deferral**: *"My schedule is full today; I can circle back [date] or share this resource [link]."*

Folders/labels: Today / Next / Waiting

Pro Tip: Two inbox windows only (late AM, late PM)