

Pause & Recharge Plan: The Overthinking Reset Toolkit

How to Use Your Pause & Recharge Plan

Keep this checklist accessible whenever you need a quick reset:

Assess: Check which stress signals you're currently experiencing.

Choose: Select a section based on the time you have available (60 seconds to 5 minutes).

Focus: Do just one technique that addresses your current need.

Track: Use the daily tracker to build consistent micro-moments of self-care.

Notice: Take a second to observe how you feel different afterward.

Remember: Effective self-care doesn't require hours just intentional moments throughout your day.



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Quick Assessment: How Stressed Are You?

- ☐ I feel tension in my shoulders, jaw, or neck
- ☐ My breathing is shallow or rapid
- ☐ My thoughts are racing or scattered
- ☐ I feel irritable or emotional
- ☐ I'm having trouble focusing

60-Second Resets (Choose One):

- ☐ 4-7-8 Breath: Inhale for 4, hold for 7, exhale for 8
- ☐ Place your hand on your heart and take 5 deep breaths
- ☐ Squeeze and release your muscles from toes to head
- ☐ Shake out your hands and arms for 30 seconds
- ☐ Close your eyes and name 5 things you can hear

2-Minute Boundary Builders:

- ☐ Delay responding to that non-urgent message
- ☐ Schedule a 15-minute buffer between meetings
- ☐ Set your phone to "Do Not Disturb" for the next hour
- ☐ Write down one request you can say "no" to today
- ☐ Identify one energy-draining task you can delegate

3-Minute Mind Shifters:

- ☐ List 3 things you're grateful for right now
- ☐ Remind yourself: "I am enough exactly as I am"
- ☐ Write down your top priority for the next 2 hours
- ☐ Set an intention for how you want to feel today
- ☐ Ask yourself: "Will this matter in 5 years?"



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5-Minute Physical Rechargers:

- [] Step outside for fresh air and sunshine
- [] Stretch your arms overhead and side-to-side
- [] Massage your temples, jaw, and base of skull
- [] Roll your shoulders back 10 times
- [] March in place while swinging your arms

Daily Self-Care Tracker:

- [] Morning: 3 deep breaths before checking phone
- [] Mid-morning: 60-second reset of your choice
- [] Lunch: Eat mindfully for at least 5 minutes
- [] Afternoon: 2-minute boundary builder
- [] Evening: 5-minute physical recharger
- [] Before bed: 3-minute mind shifter

Join our community for more quick self-care strategies!

Bi-Weekly breathwork techniques, boundary-setting scripts, and mindfulness practices designed for busy women like you.

Visit our website at
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