BRIO COX
GROUP
STRATEGY. STORY. SYSTEMS.
Brio Life
7-Day Clear Mind Reset
GUIDED RESET EDITION
A gentle 7-day reset to clear mental clutter, reconnect with your capacity, and find your next doable step.
GENTLE
CAPACITY-AWARE
STEP-BY-STEP
BRIO LIFE
– 7-DAY CLEAR MIND RESET –
May 15, 2025
Overview
Daily Reset
Journaling
Reflection
Capacity Check-In
Tools & Prompts
Notes
Archive
OUR 7-DAY RESET JOURNEY
One day at a time. Small steps, meaningful shifts.
DAY 1 Clear
DAY 2 Release
DAY 3 Recenter
DAY 4 Rebuild
DAY 5 Realign
DAY 6 Refocus
DAY 7 Move Forward
TODAY'S FOCUS
What's my next small, doable step?
CAPACITY CHECK-IN
How is your capacity today?
72%
Steady
You're showing up with care.
RESET INTENTION
I release what no longer serves me. I reconnect with what matters. I move forward with clarity and compassion.
RESET
REFOCUS
REALIGN
CLARITY
FOCUS
FREEDOM
SEVEN DAYS TO A CLEARER NEXT STEP.

BRIO LIFE · GUIDED RESET EDITION

Your 7-Day Clear Mind Reset Workbook

Use this workbook alongside the interactive dashboard or on its own. You do not need to finish every prompt. Complete what is useful, skip what is not, and return when the process supports you.

How to use it

- Complete one day at a time. Consecutive days are optional.
- Begin with the capacity check-in before asking yourself for action.
- Choose one next doable step rather than building a large new plan.
- Keep your answers private and store the workbook securely if it contains personal reflections.

> This workbook is self-guided educational and organizational support. It is not therapy, medical care, diagnosis, treatment, or crisis support.

DAY 1 · CLEAR

Get the noise out of your head so you can see what is actually asking for your attention.

Empty first. Organize later.

Capacity check-in

Energy	1 2 3 4 5
Focus	1 2 3 4 5
Emotional bandwidth	1 2 3 4 5
What support would help?	_____

Your reset steps

• Set a five-minute timer.

• Write down every task, thought, reminder, worry, and open loop competing for attention.

• Do not sort or solve anything yet.

• Circle the three items that create the most pressure right now.

Clear what is on your mind

_____
_____
_____
_____
_____
_____

Reflection prompts

What has been taking up the most mental space?

_____
_____
_____

Which items are facts, and which are fears, assumptions, or pressure?

_____
_____
_____

What would feel lighter simply because it has been captured?

_____
_____
_____

Your next doable step

_____
_____

Permission slip

I do not have to solve everything in order to make the next thing clearer.

DAY 2 · RELEASE

Reduce the load by separating what is yours, what is not, and what does not need to happen now.

Not everything on your mind belongs on today's list.

Capacity check-in

Energy	1 2 3 4 5
Focus	1 2 3 4 5
Emotional bandwidth	1 2 3 4 5
What support would help?	_____

Your reset steps

- Review yesterday's brain dump.
- Mark each item: Do, Delay, Delegate, Delete, or Decide Later.
- Notice anything you are carrying mainly because of guilt, expectation, or habit.
- Choose one thing to intentionally release for this week.

Clear what is on your mind

_____
_____
_____
_____
_____
_____

Reflection prompts

What am I treating as urgent that is not truly urgent?

_____
_____
_____

What can wait without causing real harm?

_____
_____
_____

What am I allowed to stop carrying?

_____
_____
_____

Your next doable step

_____
_____

Permission slip

> Releasing pressure is productive when the pressure is not useful.

DAY 3 · RECENTER

Reconnect with your body, energy, and real capacity before asking yourself for a plan.

Capacity is information, not a character grade.

Capacity check-in

Energy	1 2 3 4 5
Focus	1 2 3 4 5
Emotional bandwidth	1 2 3 4 5
What support would help?	_____

Your reset steps

- Pause and notice your physical state without judging it.
- Rate your energy, focus, emotional bandwidth, and time capacity.
- Name what you need more of and what you need less of.
- Adjust today's expectations to match your actual capacity.

Clear what is on your mind

_____
_____
_____
_____
_____
_____

Reflection prompts

What is my body telling me today?

_____
_____
_____

What kind of support would make today more workable?

_____
_____
_____

What would a capacity-aware version of today look like?

_____
_____
_____

Your next doable step

_____
_____

Permission slip

> I can plan from the capacity I have instead of the capacity I wish I had.

DAY 4 · REBUILD

Create a tiny structure that supports you without becoming another demanding system.

Build anchors, not a perfect routine.

Capacity check-in

Energy	1 2 3 4 5
Focus	1 2 3 4 5
Emotional bandwidth	1 2 3 4 5
What support would help?	_____

Your reset steps

• Choose one morning anchor, one midday anchor, and one evening anchor.

• Keep each anchor small enough to do on a low-energy day.

• Remove any step that exists mainly to make the routine look impressive.

• Decide what “good enough” means for each anchor.

Clear what is on your mind

_____
_____
_____
_____
_____
_____

Reflection prompts

What reliably helps me feel more oriented?

_____
_____
_____

Which routines have become too complicated to sustain?

_____
_____
_____

What three anchors would make the week feel steadier?

_____
_____
_____

Your next doable step

_____
_____

Permission slip

A small structure I can use is more valuable than a perfect structure I avoid.

DAY 5 · REALIGN

Notice where your time and attention have drifted away from what matters in this season.

Your priorities are allowed to change when your life changes.

Capacity check-in

Energy	1 2 3 4 5
Focus	1 2 3 4 5
Emotional bandwidth	1 2 3 4 5
What support would help?	_____

Your reset steps

- List the three things that matter most in your current season.
- Compare them with where your time and energy have been going.
- Identify one commitment that is no longer aligned.
- Choose one small action that supports what matters now.

Clear what is on your mind

_____
_____
_____
_____
_____
_____

Reflection prompts

What matters most right now—not someday?

_____
_____
_____

Where am I acting from outdated expectations?

_____
_____
_____

What would alignment look like this week?

_____
_____
_____

Your next doable step

_____
_____

Permission slip

I am allowed to reorganize my life around what matters now.

DAY 6 · REFOCUS

Choose one meaningful focus and make it easier to begin.

Focus grows when friction shrinks.

Capacity check-in

Energy	1 2 3 4 5
Focus	1 2 3 4 5
Emotional bandwidth	1 2 3 4 5
What support would help?	_____

Your reset steps

- Choose one result that would make today feel meaningfully complete.
- Break it into the smallest visible starting action.
- Remove one source of friction before you begin.
- Use a short focus block and stop when the block ends.

Clear what is on your mind

_____
_____
_____
_____
_____
_____

Reflection prompts

What deserves my best attention today?

_____
_____
_____

What is the smallest honest starting point?

_____
_____
_____

What can I change in my environment to make beginning easier?

_____
_____
_____

Your next doable step

_____
_____

Permission slip

> One completed focus block counts. I do not have to earn the right to stop.

DAY 7 · MOVE FORWARD

Carry forward what helped, release what did not, and choose a sustainable next step.

The goal is not a perfect reset. The goal is useful information.

Capacity check-in

Energy	1 2 3 4 5
Focus	1 2 3 4 5
Emotional bandwidth	1 2 3 4 5
What support would help?	_____

Your reset steps

- Review your notes from all seven days.
- Name what created the most relief, clarity, or momentum.
- Choose one practice to keep and one practice to let go.
- Write a next-step plan for the coming week.

Clear what is on your mind

_____
_____
_____
_____
_____
_____

Reflection prompts

What changed in the way I understand my overwhelm?

_____
_____
_____

Which tool helped me most?

_____
_____
_____

What is my clearest next step for the coming week?

_____
_____
_____

Your next doable step

_____
_____

Permission slip

I can move forward gently and still move forward meaningfully.

AFTER THE RESET

Carry forward what worked.

The goal was not to become perfectly organized. The goal was to learn what helps your mind feel clearer and what kind of support fits your real capacity.

What created the most relief?

What will I keep using?

My clearest next step for the coming week

I can move forward gently and still move forward meaningfully.