

RESET & REFOCUS REFLECTION GUIDE

A framework for leaders to realign

Step 1: Pause & Breathe

Before diving in, take a moment to center yourself.

- **Find a comfortable position.** You can sit or lie down.
- **Close your eyes gently.** If that feels comfortable, otherwise soften your gaze.
- **Focus on your breath.** Notice the sensation of the air entering and leaving your body.

Inhale slowly and deeply, filling your lungs.

Exhale slowly, releasing any tension or stress.

Repeat this mindful breathing for 2-3 minutes. Let each breath calm and ground you.

Step 2: Reflect

Use the prompts below for journaling, allowing yourself to explore openly and honestly.

Energy Audit:

- What activities or relationships are energizing you? Why?
- What activities or relationships are draining you? Why?

Alignment Check:

- Are your daily actions aligned with your values and long-term goals?
- Where are the gaps? What small changes can you make to bridge them?

Forward Focus:

- What are you most excited about in the coming months?
- What challenges do you anticipate, and how will you prepare for them?

Step 3: Recommit

Based on your reflection, clarify your intentions for the coming months.

Top 2 Priorities for the rest of the year:

1)

2)

Energy to Embody:

What energy do you want to cultivate in your leadership? (e.g., courage, compassion, creativity)

One Small Step for the Week:

What is one concrete action you can take this week to move closer to your priorities and embody your desired energy?

Step 4: Reset Reminder

Remember, this is an ongoing practice. Schedule regular check-ins with yourself to maintain alignment and momentum. Return to this guide as needed to reset and refocus. Celebrate small wins and be kind to yourself along the way.

Closing Note

Thank you for taking the time to invest in yourself and your leadership. I hope this guide provides a valuable framework for continued growth and well-being.

With gratitude,

Rachelle