YEAR-END PRIORITISATION & NERVOUS SYSTEM RESET

A practical worksheet for overloaded middle managers and leaders

1. REGULATE YOUR NERVOUS SYSTEM (STABILISE)

A. Body Check-In

As you think about your workload right now:

- What sensations do you notice in your body? (Tight chest, racing mind, tension)

- If that sensation had a message, what would it be saying?

B. Grounding Yourself

What would help your nervous system feel 1–2 points calmer right now?
(Examples: deep breaths, stepping outside for 2 min, stretching, a glass of water)

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2. CLARIFY WHAT ACTUALLY MATTERS (PRIORITISE)

A. What Are the True Priorities?

- What are the top 3 non-negotiable tasks before year end?

1. ---
2. ---
3. ---

- If nothing changed, what would break?

- What tasks look urgent but aren't actually important?
