

The Quiet Next Step



**INSIGHT
DAYBREAK**
SIMPLE STRATEGIES TO PREVENT
BURNOUT

THE 7-MINUTE DECISION RESET

**One decision.
One clear next step.**

For busy minds that need clarity now.

Seven focused minutes. Seven practical prompts. No meditation, no long journalling and no pressure to solve your whole future.

INTERACTIVE PDF: DOWNLOAD FIRST, THEN OPEN IN A PDF APP TO TICK THE BOXES.

SET A 7-MINUTE TIMER AND BEGIN

MINUTE 1 OF 7

60
SECONDS

Name the decision

Make it small enough to decide. Write one choice - not your whole life story.

THE DECISION

Should I...

OPTION A

OPTION B

Keep it narrow: what must you choose next?

MINUTE 2 OF 7

60
SECONDS

Filter facts from pressure

Separate useful information from urgency, assumptions and other people's expectations.

WHAT I KNOW

Facts I can verify

WHAT IS NOISE

Fear, guesses, pressure

Whose approval am I trying to win?

If nobody could approve or disapprove, I would lean toward:

MINUTE 3 OF 7



Check the real-life impact

Tick one score for Option A and one for Option B. 0 = not at all. 3 = strongly.

	OPTION A	OPTION B
I could sleep well with this	0123 ☐☐☐☐	0123 ☐☐☐☐
It fits my energy now	0123 ☐☐☐☐	0123 ☐☐☐☐
It reduces ongoing stress	0123 ☐☐☐☐	0123 ☐☐☐☐
I have capacity for it	0123 ☐☐☐☐	0123 ☐☐☐☐

THE WELLBEING CHECK

Which choice would make everyday life more sustainable - not simply look better from the outside?

MINUTE 4 OF 7

60
SECONDS

Choose what matters now

Do not choose every value. Tick the two that this decision most needs to protect.

☐ REST

☐ HEALTH

☐ SECURITY

☐ FREEDOM

☐ GROWTH

☐ PURPOSE

☐ CONNECTION

☐ SIMPLICITY

MY TWO PRIORITIES

Which option protects them better?

☐ OPTION A

☐ OPTION B

☐ TIE

MINUTE 5 OF 7



Compare without drama

Tick one score for each option: 0 = not at all, 3 = strongly. Then add the totals.

	OPTION A	OPTION B
Fits my priorities	0123 ☐☐☐☐	0123 ☐☐☐☐
Realistic cost and effort	0123 ☐☐☐☐	0123 ☐☐☐☐
Supports wellbeing	0123 ☐☐☐☐	0123 ☐☐☐☐
Easy to reverse or adjust	0123 ☐☐☐☐	0123 ☐☐☐☐
Moves life forward	0123 ☐☐☐☐	0123 ☐☐☐☐

TOTAL

A:

B:

What surprised you about the scores?

MINUTE 6 OF 7

60
SECONDS

Test the fear

Before fear makes the decision, ask whether it is warning you about a fact or predicting a story.

THE FEAR IN ONE SENTENCE

Is it...

☐

A FACT

☐

A POSSIBILITY

☐

SOMEONE'S OPINION

MAKE IT TESTABLE

What is the smallest safe, reversible step that would give you useful information?

One call, one question, one trial, one boundary or one deadline...

Do not solve the whole future.

Design the next useful experiment.

MINUTE 7 OF 7

60
SECONDS

Choose the quiet next step

You do not need perfect certainty. Choose the next action that is honest, useful and possible.

MY DECISION FOR NOW

I choose / I am leaning toward / I will pause until...

MY NEXT ACTION

A visible action - not 'think about it more'

WHEN

Date and time

SUPPORT

Person or resource

CLARITY BECOMES REAL THROUGH ACTION

Put the next step in your calendar before you close this workbook.

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