THE RETURN-TO-WORK RUNWAY

A 30-Minute Reset for the Night Before You Go Back

You don't need to be fully ready. You just need a runway.

1 Clear the Mental Suitcase (10 min)

What's on my mind about tomorrow?

_____

_____

What am I avoiding or worried about?

_____

_____

2 Choose Your Day 1 Intention (Tick One)

- ☐ Catch up & observe
- ☐ Reconnect with people
- ☐ Triage urgent items only
- ☐ Reset systems
- ☐ Focus on one meaningful task

My intention for tomorrow is:

_____

3 Tomorrow's Big 3 (Keep It Real)

1.

2.

3.

If these get done, the day counts. Everything else is bonus!

4 Reduce Morning Friction

- [ ] Bags packed
- [ ] Outfit chosen
- [ ] Alarm set
- [ ] First task identified
- [ ] Commute time checked
- [ ] Calendar reviewed

Anything else?

5 Sleep Protection Plan

- [ ] 5-minute brain unload
- [ ] Breathing
- [ ] Phone away
- [ ] Audiobook instead of scrolling

If my brain starts racing tonight, I will:

Quick Reality Check

What is actually urgent?

What feels urgent but probably isn't?

What can wait 48 hours?