



PLAYBOOK

THE PLAYBOOK · KEYNOTE COMPANION

THE ONE-DAY RESET

THREE MOVES BACK TO YOURSELF IN 24 HOURS

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You are not burnt out. You are running without a reset.

Most wellbeing advice assumes you have time: a weekend away, a month off, a different job. You do not have those things this week. These are three moves for the recovery you can do tonight and the reset you can do tomorrow. Twenty-four hours, not twenty-four weeks.

01 Notice

Read the signal before it becomes the breakdown.

02 Steady

Interrupt the cascade. Choose the version of you that walks in.

03 Reset

A day, not a month. Build the reset you can repeat.

THIS IS FOR YOU IF YOU ARE

- Someone in a high-stress role who has not had a proper reset in months
- A manager whose team is overwhelmed, and you are too
- A professional returning from leave, illness, loss or a major setback
- Someone who keeps promising themselves that a holiday will fix it
- Anyone who knows the warning signs are there, but the calendar will not clear

If you are struggling, please speak with your doctor or your EAP provider, or visit thesupportpages.com.au.



How to use this playbook

START HERE

Read, sit with the question, then write

Each move has its own spread. Read the framing, sit with the question, then write what comes up. Write by hand if you printed this, or type directly into the lines. The point is not the format. It is the act of putting what you are carrying somewhere outside your head.

Why writing helps

Research found that students who wrote about stressful experiences showed gains in working memory weeks later and had fewer intrusive thoughts. A worry you have not written down is still a worry your mind has to carry.

FOUR GROUND RULES

- Be honest. This is for you, not anyone reading over your shoulder.
- If a question feels heavy, write less, not more. One sentence is enough.
- You do not have to finish in one sitting. Come back tomorrow.
- This is not a journal. It is a tool. Use it whenever you need to reset.



MOVE 01

NOTICE

Read the signal before it becomes the breakdown.

- Name the early signal you have been pushing past
- Treat it as information, not weakness
- Ask what the pressure is pointing at
- Choose the one or two things that matter now



Notice

THE SIGNAL YOU HAVE BEEN IGNORING

The Reset Moment

Every depletion has a moment where the body or mind sends a clear early signal: the headache that arrives every Wednesday, the sleep that thins out, the patience that runs out faster, the small joy that has gone quiet. The Reset Moment recognises that signal before it becomes the breakdown, as a cue to begin recovery while recovery is still a twenty-four-hour task instead of a six-month one.

THE QUESTION

What is the early signal your body or mind has been sending that you have been pushing past?

PRESSURE AS A FOCUSING MECHANISM

Adversity as Advantage

When everything is hard, instinct says to manage all of it. That instinct is the trap. Pressure needs to be read for what it is pointing at, which is almost never everything at once. The stress is the indicator showing you what matters right now. Most of what feels urgent is noise. The signal is usually one or two things.

THE QUESTION

What current pressure have you been treating as a threat that, if you used it as a signal, would point you toward what actually needs your attention?

YOUR ANSWERS

The early signal I have been pushing past:

The one or two things the pressure is pointing at:

Notice: research and notes

THE RESEARCH

Burnout is a response to chronic strain

Burnout is a prolonged response to chronic work stressors. It shows as exhaustion, cynicism and a reduced sense of effectiveness.

Maslach & Leiter, World Psychiatry, 2016

How you view stress changes its effect

People who see stress as enhancing tend to show healthier responses and are more willing to seek feedback under pressure. A short video was enough to shift that mindset.

Crum, Salovey & Achor, Journal of Personality and Social Psychology, 2013

Rumination keeps low mood alive

Repetitive rumination makes low mood worse and harder to shift, and it interferes with problem solving. Interrupting the loop is the aim.

Nolen-Hoeksema et al., Perspectives on Psychological Science, 2008

IF YOU LEAD A TEAM

Model it

Name your own early warning sign to the team, and what you do when it appears.

Coach it

Ask each person: what is the first sign that you are running low? Agree what support looks like then.

Watch for

Late-night messages, shorter patience, missed breaks, and people quietly withdrawing.

MY NOTES

My early signal:

What the pressure is pointing at:

One thing I will stop carrying:



MOVE 02

STEADY

Interrupt the cascade. Choose the version of you that walks in.

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- Interrupt the cascade fast enough to choose
 - Take two minutes at your desk, in a hallway or before a hard conversation
 - Act from clarity instead of depletion
 - Walk in as the version of you that you choose

Steady

CLARITY UNDER PRESSURE, ON DEMAND

Strategic Calm

Most stress advice tells you to slow down. That is not the advice. Slowing down is a privilege of having time. The advice is to interrupt the cascade fast enough to make the next choice from clarity instead of depletion. Strategic Calm is the tactical de-escalation tool for high-pressure moments. It is not mindfulness. It is the two-minute reset you can do at your desk, in a hallway or before a difficult conversation, so the version of you that walks into the next moment is the version you choose, not the version that adrenaline chose for you.

THE QUESTION

In the last week, when did you act from depletion instead of clarity, and what would you have done differently with two minutes to reset first?

A TWO-MINUTE VERSION TO TRY

Three steps

1. Breathe out longer than you breathe in

Take two short breaths in through the nose, then one long, slow breath out through the mouth. Repeat for about a minute.

2. Name what is happening

One sentence: what am I feeling, and what is this moment actually asking of me?

3. Choose the next move

Decide the first thing you will say or do. Then go.

YOUR ANSWERS

A recent moment I acted from depletion:

The next high-pressure moment I will use two minutes in:

Steady: research and notes

THE RESEARCH

Emotion changes decisions

Emotions such as fear and anger systematically shift what people judge and choose. Recognising the state before deciding improves the choice.

Lerner et al., Annual Review of Psychology, 2015

Slow breathing lifts mood

In a month-long randomised trial of five minutes a day, breathing exercises, especially cyclic sighing with a long exhale, lifted mood and slowed resting breathing more than mindfulness meditation did.

Balban et al., Cell Reports Medicine, 2023

Reframe early, do not suppress

Reappraising a situation reduces the emotional experience without a physiological cost, while suppressing the reaction leaves physiological stress higher.

Gross, Psychophysiology, 2002

IF YOU LEAD A TEAM

Model it

Take two minutes before a hard meeting and say that you are doing it.

Coach it

Agree a team norm: a two-minute pause before high-stakes calls and difficult feedback.

Watch for

Decisions made in the heat of the moment, and replies sent while still reacting.

MY NOTES

A moment this week I will need it:

My two-minute reset is:

The first thing I will say or do after it:



MOVE 03

RESET

A day, not a month. Build the reset you can repeat.

- Sequence small, specific actions across twenty-four hours
- Do not wait for ideal conditions to recover
- Write your own three-item reset list now
- Use it the next time pressure spikes



Reset

A DAY, NOT A MONTH

The 24-Hour Action Reset

Recovery does not require a holiday. It requires a sequence. The 24-Hour Action Reset is the short-cycle framework for restoring momentum in a single day after a setback, a difficult week or the slow drain that has been building for months. It is a sequence of small, specific actions you can take in the next twenty-four hours that, together, return you to baseline. Not because what happened was small, but because waiting for ideal conditions to recover is how a hard week becomes a hard season.

THE QUESTION

What is one thing you would do in the next twenty-four hours if you trusted you could be back on track tomorrow?

BUILD THE RESET YOU CAN REPEAT

The 24-Hour Checklist

The most useful checklist is the one you design yourself, while you are clear, for the version of you who will not be. Generic self-care lists fail because they were not made for your life. The reset that works is yours. This is the personal twenty-four-hour reset you build now, on this page, and use whenever pressure spikes again: three things, specific to you, achievable on a hard day.

THE QUESTION

If you had to design your own twenty-four-hour reset for the next time pressure spikes, what three things must be on it?

YOUR ANSWERS

One thing I would do in the next 24 hours:

The three things that must be on my checklist:

Reset: research and notes

THE RESEARCH

Recovery needs detachment

Switching off mentally, relaxing, and having mastery experiences during time off are linked to better wellbeing.

Sonnentag & Fritz, Journal of Occupational Health Psychology, 2007

Checklists work when clarity is low

In a before-and-after study in eight hospitals in eight countries, complications fell from 11.0% to 7.0% and deaths from 1.5% to 0.8% after a short surgical checklist was introduced. Short, specific lists protect against what we forget under pressure.

Haynes et al., New England Journal of Medicine, 2009

Decide when and where in advance

Deciding in advance when and where you will act ("if X, then I will Y") reliably improves follow-through.

Gollwitzer & Sheeran, Advances in Experimental Social Psychology, 2006

IF YOU LEAD A TEAM

Model it

Close a hard day visibly. Log off on time and tell the team what your reset is.

Coach it

Ask each person to write a three-item reset list. Protect the time for it after a deadline.

Watch for

Recovery that happens only on holidays. Heroics being rewarded more than sustainable pace.

MY NOTES

My reset, tonight:

My reset, tomorrow:

The person I will tell:

Your 24-hour reset, on paper.

TONIGHT, I WILL

TOMORROW, I WILL

SIGNATURE

DATE

ONE QUESTION LEFT

What is the one small action that would tell you, by tomorrow night, that the reset has already begun?

Then go back through what you wrote. Notice the move you skimmed past: that is the one your nervous system is asking you to take seriously.

The research behind the moves

INTRO AND MOVE 01 · NOTICE

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MOVE 03 · RESET

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[doi.org/10.1016/S0065-2601\(06\)38002-1](https://doi.org/10.1016/S0065-2601(06)38002-1)

Links open the paper or its record. Findings are summarised for a leadership audience. Individual results vary, and this playbook is not a substitute for professional advice.



IF THIS LANDED

Bring this recovery system to your teams.

The One-Day Reset is one of three signature keynotes Norliza delivers to leadership teams, conferences and corporate audiences worldwide.

CHECK AVAILABILITY

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