

POST-SESSION TAKEAWAY

Your *Tools* Card

The practices from your live session, ready whenever the workday needs them. No equipment, no app, nothing to remember except where you kept this page.

Six practices from **The Workday Reset Method™**, the framework behind your session and its four R's: RESET, RESTORE, RESOURCE, RENEW. Each one is built to work in the middle of a real workday.

Every practice works from a desk chair.

The 90-Second Reset

WHEN: BETWEEN BACK-TO-BACK MEETINGS

RESET

- 1 Sit back, both feet flat on the floor, hands resting on your thighs.
- 2 Close your eyes or soften your gaze. Notice where you are holding tension: jaw, shoulders, hands.
- 3 Take five slow breaths, letting each exhale run longer than the inhale.
- 4 Roll your shoulders once, open your eyes, and name the one thing the next hour needs from you.

Box Breathing

WHEN: BEFORE DEEP WORK OR A HIGH-STAKES MEETING

RESET

- 1 Sit tall and exhale fully, emptying the lungs.
- 2 Inhale through the nose for a slow count of four.
- 3 Hold for four. Exhale for four. Hold for four.
- 4 Repeat the box four to six times, then begin the work while the focus is fresh.

The Physiological Sigh

WHEN: IN A MOMENT OF ACUTE STRESS

RESET

- 1 Inhale through the nose until your lungs feel full.
- 2 Add one more short sip of air on top, also through the nose.
- 3 Exhale slowly through the mouth, longer than both inhales combined.
- 4 Repeat up to three times. One round is often enough.

The 60-Second Desk Reset

WHEN: AFTER TOO LONG IN ONE POSITION

RESTORE

- 1 Reach both arms overhead, then lean gently to each side.
- 2 Rest a hand on the back of the chair and twist slowly. Switch sides.
- 3 Drop your chin and roll your head gently from ear to ear.
- 4 Roll your shoulders back three times and plant both feet flat to finish.

The Meeting-to-Meeting Transition

WHEN: IN THE GAP BETWEEN CALLS

RESTORE

- 1 Close the last meeting's notes and tabs before opening the next.
- 2 Take three slow breaths and let the previous conversation go.
- 3 Name the purpose of the next meeting in one sentence.
- 4 Arrive: posture tall, shoulders down, attention on the people in the room.

The Shutdown Ritual

WHEN: AT THE END OF THE WORKDAY

RESTORE

- 1 Write down tomorrow's first task so your mind can stop rehearsing it.
- 2 Scan your calendar and inbox once. Confirm nothing needs you tonight, and decide nothing new.
- 3 Close every work tab and application, then mark the moment with the same quiet closing phrase each day.
- 4 Stand up and step away. The workday ends where the chair is, even at home.

Make one stick Choose a single practice, not all six, and anchor it to something you already do every day: the calendar reminder, the coffee refill, the walk back from a meeting. Small and repeated beats ambitious and abandoned.

These come from your live Chakra Hours session. *Keep this card close.*

chakrahours.com