



# The Clarity Reset Workbook

A SIMPLE GUIDE TO BRING CALM, FOCUS, AND  
GENTLE ORDER BACK INTO YOUR WORK



Rellatech Inc.



# Welcome!

Thank you for opening this guide. I created it for the busy, the overwhelmed, and the people who move through their days carrying more than anyone sees. This workbook gives you space to slow down, release the noise, and find your footing again.

Move gently. Take your time. You deserve calm and clarity in your work and in your life.

# *Where I Am Right Now*

BEFORE CLARITY COMES UNDERSTANDING.  
TAKE A MOMENT TO NOTICE WHAT YOU HAVE BEEN HOLDING.

*What feels heavy right now?*

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*What is taking up most of my mental space?*

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*What am I avoiding or delaying?*

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*What would feel lighter with support?*

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# *Clear the Noise*

EVERYTHING THAT LIVES IN YOUR MIND DESERVES A PLACE TO LAND.  
USE THIS SPACE TO WRITE FREELY. NO RULES. NO PRESSURE. JUST RELEASE.

## *Brain Dump*

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# THE WEEKLY RESET CHECKLIST

A GENTLE RHYTHM TO HELP YOU STAY GROUNDED AND ORGANISED.  
USE THIS EACH WEEK TO KEEP YOUR MIND AND WORKFLOW STEADY.

## *Weekly Reset:*

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- Sort inbox and delete what you no longer need
- Review your calendar for the week ahead
- Choose your top three priorities
- Break each priority into small steps
- Delegate or postpone anything that does not belong on your plate
- Tidy files, notes, or digital clutter
- Revisit unfinished tasks from last week
- Choose one thing to let go of
- Close the week with gratitude for what you accomplished

# *YOUR TOP THREE PRIORITIES*

WHEN YOU CHOOSE WHAT MATTERS MOST, EVERYTHING ELSE BEGINS TO FALL INTO PLACE.

USE THIS PAGE TO KEEP YOUR FOCUS CLEAR AND MANAGEABLE.

## *Priority One:*

Why it matters

First small step

Support I need:

## *Priority Two:*

Why it matters

First small step

Support I need:

## *Priority Three:*

Why it matters

First small step

Support I need:

# A SIMPLE WORKFLOW

A CALM WORKFLOW HELPS TRANSFORM OVERWHELM INTO DIRECTION.  
USE THIS TEMPLATE WHENEVER A TASK FEELS BIGGER THAN IT NEEDS TO BE.

Task

Tools needed

Support needed

Deadline

Task

Tools needed

Support needed

Deadline

Task

Tools needed

Support needed

Deadline

# WHAT TO HAND OFF

WHAT TO HAND OFF

SOME TASKS BELONG WITH SOMEONE WHO CAN HELP.  
THIS PAGE HELPS YOU SEE WHAT CAN BE RELEASED SO YOUR  
ENERGY CAN RETURN TO WHAT MATTERS

*Tasks that drain my energy:*

*Tasks I keep delaying:*

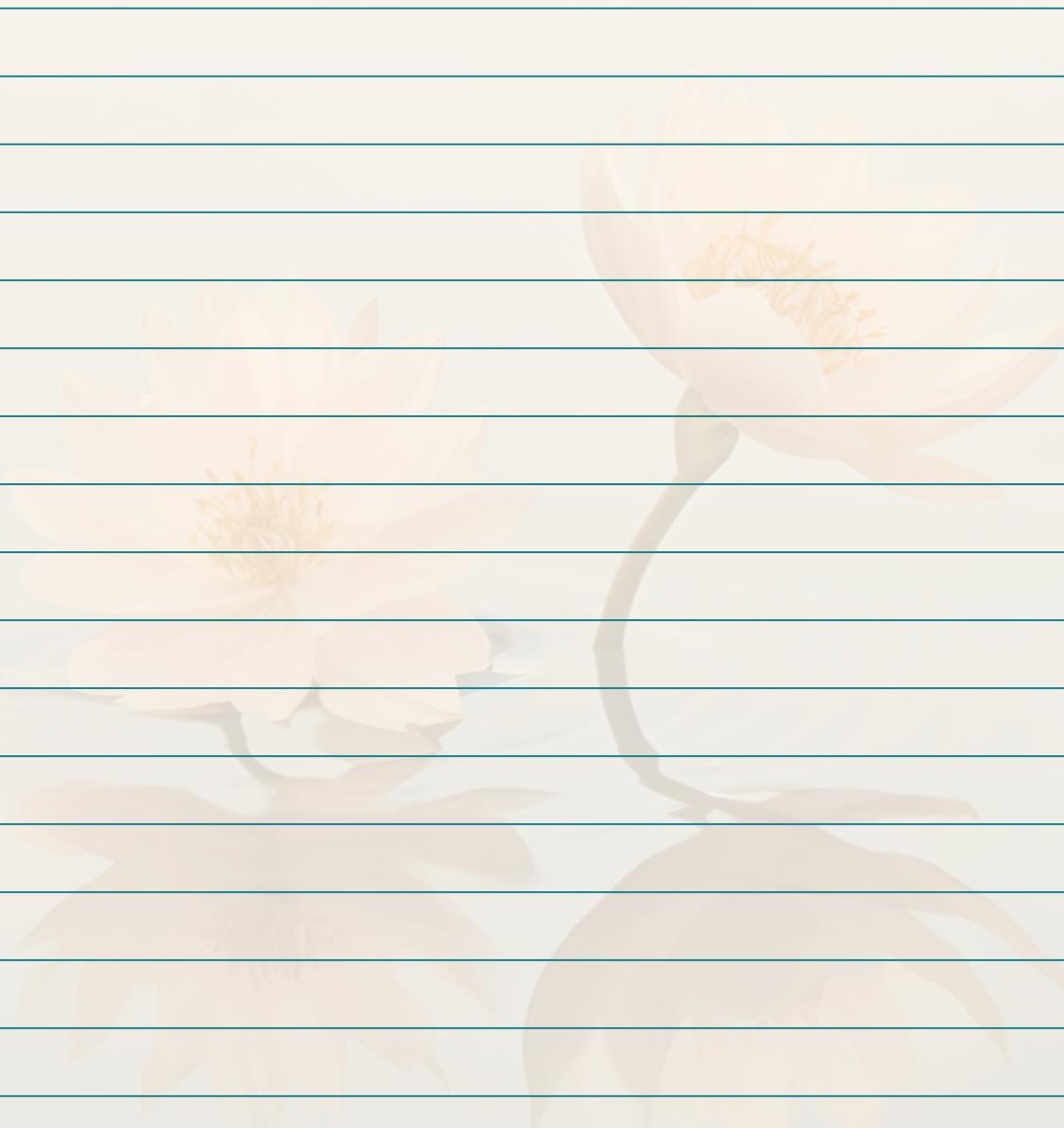
*Tasks someone else could complete better or faster:*

*Tasks I would gladly hand off:*

# *NOTES AND REFLECTIONS*

# THIS SPACE IS YOURS.

**WRITE THOUGHTS, REMINDERS, IDEAS, OR ANYTHING  
THAT NEEDS A SOFT PLACE TO LAND.**



# A CLOSING NOTE FROM RELLATECH



I hope this guide helped you breathe a little deeper and see your path with more clarity.

You deserve a work life that feels organised, steady, and grounded. If you are ready for help that brings order and peace back into your days, Rellatech would be honoured to walk beside you.

## Book a Consultation



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Thank you for giving yourself this time. May your workdays feel lighter from here forward.

Rellatech Inc.