

Recovery Reset Mini Protocol

Use the method

Create a brief transition after a demanding work period so unfinished tasks do not remain only in your head. Use this at the end of a hard day or week. The result is a captured task list, one next-work priority, and a protected stopping point. This is an optional work reset, not treatment or a promise of recovery within a fixed time.

- 1. Choose a stopping point.** Pick a short window that fits your situation, for example ten minutes. If an immediate safety or operational issue needs action, follow the appropriate response process first.
- 2. Capture open loops.** Write unfinished work, promises, and concerns in a trusted task location. Mark anything requiring a real handoff before you stop.
- 3. Separate now from next.** Identify what must be resolved or handed off now and what can wait until the next work period. Assign an owner and date to necessary follow-up.
- 4. Prepare the next start.** Choose one realistic next priority and place its notes or files where you can find them. Do not turn the reset into another long planning session.
- 5. Close the work window.** Use a simple chosen transition such as closing work tabs, changing workspace, or taking a quiet break. Let relevant people know when you will next respond.
- 6. Review the fit.** At the next work period, check whether the notes supported the restart. If exhaustion or other concerns persist or affect daily life, seek appropriate professional support.

Worked example

Illustrative ten-minute reset: an operator writes three open tasks in the shared tracker after a difficult delivery day. One customer update cannot wait, so the operator sends it and confirms the on-call handoff.

The other two tasks receive owners and next-day dates. The first next-work priority is a quality check, with the agreed file version linked.

The operator closes work tabs and sets an accurate response window. The reset ends at the planned stopping point; it is not used to squeeze in another hour of unpaid commitments.

Next morning, the linked notes make the restart easier. The operator records that outcome without claiming a health improvement or complete recovery. A recurring pattern of exhaustion prompts a workload discussion and appropriate support.

Before you put it to work

- ☐ Urgent work is handled or explicitly handed off.
- ☐ Open tasks have a trusted location, owner, and date.
- ☐ The next start has one clear priority.
- ☐ The transition respects actual responsibilities and boundaries.

If the problem keeps returning

If the reset keeps extending, capture less detail and move larger planning decisions to a scheduled review. Ask for a workload change when the underlying demand remains unsustainable.

Connect the tools

Use BO-04 for larger operating decisions and PW-05 for schedule boundaries.

Working worksheet

Name or team _____ Date _____

Scope and setup

Date, chosen stopping time, next work start, urgent handoff contact, and task record location.

Reusable record

Open loop	Now or next	Owner	Due or restart	Evidence or handoff

Duplicate rows or this worksheet for additional records.

Use your own records. The examples on page 2 are illustrative. Continue on a duplicate worksheet when you need more space.

Personal observations are optional. Keep this worksheet in a private location and share only the work decision you choose to share.

Complete and review

Next start

One priority, linked notes, first step, and realistic time window.

Chosen transition

Stopping boundary, optional transition activity, response window, and people who need the handoff.

Restart check

What was found easily, what remained unclear, recurring demand to change, and support or next action.

Review after use

Did the task capture reduce restart confusion? _____

What handoff needed clearer ownership? _____

What recurring demand requires a larger decision? _____

Next action _____ Owner _____ Due _____