

THE PIVOT RESET

5 MIN

POMODORO SERIES · WORKSHEET · "Close the Loop. Change the Gear."

The problem isn't the meetings — it's the transition. Nobody trains the gear change. You close the tab but not the thought, and you arrive at the next thing still carrying the last one — half-focused on what you were building, half-present for the people in front of you. This worksheet trains the pivot itself, so it stops costing you twice.

How to use it: Run the full audio during a Pomodoro break, right before you shift from deep work into a meeting.

☐ 1 NAME THE SHIFT

Silently: "I'm changing gears on purpose, not by accident."

☐ 2 DOWNSHIFT BREATH

4 in — hold 5 — 6 out. Three rounds. Let your shoulders drop, jaw unclench.

☐ 3 PARK IT

"Park it. Not now." — the loop doesn't come with you into the next room.

☐ 4 THE 60-SECOND CAPTURE

Picture a tray labeled "After Meetings." Place into it, precisely — no solving, just capture:

Next step: _____

Open question: _____

Exact file/place: _____

☐ 5 DEFINE THE ONE OUTPUT

"I don't attend meetings. I produce outputs." One output only — decision, next step, deadline, or owner.

Today's output: _____

☐ 6 THE BOUNDARY LINE

Ready if the meeting drifts — calm, not sharp:

"What decision are we making here?" · "What's the next step, and who owns it?" · "What does done look like?"

☐ 7 PIVOT BACK IN — RESUME

Back from the meeting. Open the tray. Resume exactly where you left it — no reconstruction, just resumption.

CORE ANCHORS

"I pivot cleanly." · "I protect my attention by capturing it, not by white-knuckling it."

"I don't attend meetings. I produce outputs." · "Park it. Not now."

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