THE 7-MINUTE SWITCH-OFF SHEET

Date & Time: _____ **Where I am doing this?** Bed/Sofa/Desk

MINUTE 1: DUMP THE NOISE (5 BULLETS)
Write what is looping in your head right now.

1. _____

2. _____

3. _____

4. _____

5. _____

MINUTE 2: NAME THE FEELING

I am replaying this because I feel _____

_____

MINUTES 3-4: CLOSE 3 OPEN LOOPS (FOR TOMORROW)
Pick only 3. Keep them small and clear.

Outcome	First Step (the very first action)

MINUTE 5: SAY THIS SLOWLY

Work is done for today.
I will handle this tomorrow.

MINUTE 6-7: DO ONE ROUND

- Deep inhale through your nose
- Add a short second inhale
- Long slow exhale through your mouth

DONE? YES/NO

7-DAY SCORE TRACKER

Use this after you do the 7-minute switch-off

DID I STOP REPLAYING WORK WITHIN 10 MINUTES AFTER LYING DOWN?

0 = replay kept going
1 = replay stopped within 10 minutes
2 = no replay

TRACK FOR 7 NIGHTS

Night	Score (0/1/2)	Trigger (1 line)
1		
2		
3		
4		
5		
6		
7		

Tip: Day 3–4 is where most people slip. That's not failure. That's the habit fighting back.

THE 7-MINUTE SWITCH-OFF SHEET

Date & Time: _20 Jan 2026_   **Where I am doing this?** Bed/~~Sofa~~/~~Desk~~

MINUTE 1: DUMP THE NOISE (5 BULLETS)
Write what is looping in your head right now.

1. In the review call, I didn't push back on the timeline.

2. Slide 7 looked weak. I fumbled the numbers.

3. Client escalation message. My tone sounded defensive.

4. Tomorrow's status call. They will ask: "what changed?"

5. Appraisal conversation next week. Am I underperforming?

MINUTE 2: NAME THE FEELING

I am replaying this because I feel **exposed.**

MINUTES 3-4: CLOSE 3 OPEN LOOPS (FOR TOMORROW)
Pick only 3. Keep them small and clear.

Outcome	First Step (the very first action)
Have a clear 3-point update for the status call.	Write 3 bullets in Notes now (2 minutes).
Fix Slide 7 so it is clean and confident.	Open the deck at 10:00 AM and rewrite the key line.
Repair tone on the client escalation thread.	Send a short message: "Acknowledged. Here's what we will do next."

MINUTE 5: SAY THIS SLOWLY

Work is done for today.
I will handle this tomorrow.

MINUTE 6-7: DO ONE ROUND

- Deep inhale through your nose
- Add a short second inhale
- Long slow exhale through your mouth

DONE? YES/~~NO~~

7-DAY SCORE TRACKER

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DID I STOP REPLAYING WORK WITHIN 10 MINUTES AFTER LYING DOWN?

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TRACK FOR 7 NIGHTS

Night	Score (0/1/2)	Trigger (1 line)
1	1	Status call tomorrow + "numbers" question
2	2	Light day, finished key task early
3	0	Late client escalation + Slack ping at 11 PM
4	1	Manager feedback in evening + self-doubt
5	2	Did the sheet early + no late screens
6	1	Family stress + unfinished work in head
7	2	Sunday reset + planned Monday top 3

What this tells you (one-minute insight)

- Day 3–4 slip is normal. Your old habit fights back.
- Nights with late pings + conflict tend to score lower.
- Doing the sheet earlier (not at the last second) raises the score.