

FREE RESOURCE · 5-10 MINUTES A DAY

Seven days to clarify your next step

One priority, one small action and time to reflect on what you learn.

A workbook to help you find a direction and keep a small action going alongside everyday responsibilities. You will finish with a priority, an action and a review date. Work through it in seven days or at your own pace.

Three ways to explore your priority

Body: Everyday care: a pause, a comfortable space or a moment away from screens.

Mind: Attention and learning: clarifying a question, choosing a task or reviewing a decision.

Spirit: Values, meaning and contribution, guided by your own beliefs, religious or otherwise.

How to use this workbook

Read one day at a time. Reflect quietly or write on these pages or in your own notebook. Writing is optional and private: you do not need to submit or share anything. Adapt or skip any suggestion; if a day does not fit, continue when you can.

For adults. These activities focus on reflection, planning and everyday habits. They do not replace professional care or provide therapy, treatment, exercise programmes or dietary advice.

DAY 01 / 07 · 5-10 MINUTES

Choose one priority for this week

Make room for one everyday matter you can begin to address.

- 01** Spend two minutes noticing what is on your mind. You can jot down a few words without trying to make a complete list.
- 02** Choose one manageable focus for this week. It might be making time away from screens, returning to something you want to learn or giving time to something you value.
- 03** Put it in one sentence: 'This week, I want to pay attention to...'. Treat it as a starting point you can change.

A QUESTION FOR YOU

Why does this priority deserve a little space right now?

In your notebook, if you like: 'My priority this week is...'. One line is enough.

What you take away: A provisional priority.

DAY 02 / 07 · 5-10 MINUTES

Find your reason

Connect your priority with something meaningful to you.

- 01** Return to yesterday's priority and ask why it matters. Think of an everyday situation where that reason shows up.
- 02** Choose a value you recognise in it: care, curiosity, freedom, presence, generosity or another value that feels relevant.
- 03** Complete this in your own words: 'I want to focus on this because I value...'. If it does not feel true to you, adjust the value or the priority.

A QUESTION FOR YOU

Which part of this choice feels genuinely my own?

If you like, write your reason and one everyday example. There is no need to describe a private experience.

What you take away: A reason in your own words.

DAY 03 / 07 · 5-10 MINUTES

Find what you can act on

Choose a step you can begin without controlling the whole outcome.

- 01** Think about your priority and separate two things: what you can do this week and what depends on other people or circumstances.
- 02** Choose one specific action of your own. You might open a book and read a page, clear a space for a pause or prepare a question for a conversation.
- 03** Check that you can begin with the resources you have. If you need someone else's answer or permission, your step could be preparing the request.

A QUESTION FOR YOU

What can I begin even while part of the outcome remains uncertain?

You could write: 'I can do...' and 'This does not depend only on me...'.

What you take away: One action you can begin.

DAY 04 / 07 • 5–10 MINUTES

Make room for a small step

Turn your action into a plan that fits an ordinary day.

- 01** Reduce yesterday's action to a two-to-five-minute version. Decide what completing it would look like: a sentence written, a page read or a space prepared.
- 02** Choose a specific time and place to try it on day 6. Find a moment that does not displace a basic need or an important responsibility.
- 03** Prepare just what you need to begin: keep your notebook nearby, mark the page or note the time in your calendar.

A QUESTION FOR YOU

Does this plan fit the week I actually have?

If it helps, complete: 'On... at... in... I will... for...'

What you take away: A short plan with a time and place.

DAY 05 / 07 • 5-10 MINUTES

Prepare a simple alternative

Give your plan some flexibility when the day changes.

- 01** Identify one everyday obstacle that might arise: limited time, an interruption or not having your materials nearby.
- 02** Choose a smaller version or a different time. For example, read a paragraph instead of a page or prepare just one sentence.
- 03** Complete: 'If... happens, I can...'. You can also move the action to a more suitable time, without adding catch-up tasks.

A QUESTION FOR YOU

Which alternative would make continuing feel more manageable?

If you like, keep one sentence naming your obstacle and your alternative.

What you take away: A version of your plan for a difficult day.

DAY 06 / 07 • 5-10 MINUTES

Try it and notice

Learn from one concrete action without turning it into a judgement about yourself.

- 01** Return to your plan and try the action for the two to five minutes you chose. If it does not fit today, use your alternative or choose another time.
- 02** Spend a minute noticing what happened: what you did, what helped and what got in the way. Describe simple facts without rating yourself.
- 03** Choose one useful observation to take into tomorrow. If you did not do the action, note what prevented it and what would make the plan more workable.

A QUESTION FOR YOU

What has this experiment taught me about the plan I need?

You could complete: 'Today... happened', 'It helped when...' and 'Next time, I would adjust...'.

What you take away: One concrete observation from your experience.

DAY 07 / 07 · 5-10 MINUTES

Choose your next step

Finish the week with a choice you can revisit.

- 01** Look back at your priority, your reason and what you noticed. Identify what was useful and what no longer fits.
- 02** Decide whether to repeat the action, make it smaller, change it or leave it for now. Choose one option for the coming week.
- 03** Set a date for a brief review. You can use the continuation prompts to bring your priority, action and alternative together in one place.

A QUESTION FOR YOU

What do I want to keep from this week, and what needs adjusting?

Your plan for continuing

My priority and my reason...

My action, when and where...

If something gets in the way...

I will review what happened on...

Keep what works for you and adjust the rest. You can repeat the week on your own. The community and individual and group mentoring are in development; consider which format might interest you, without any commitment to buy.