



Refocusing on Next Priority Action: Tactics Group 3a

_____ Situation _____ Initials _____ Date _____

REFOCUSING ON NEXT PRIORITY – ‘is about regrouping and redirecting attention’

Checklist. Check your to-do list (or take write out your priority actions) and focus on first priorities and reasonable expectations.

PAUSE and PLAY. Just pause, stop and think about what to do next and then go, without too much over-thinking. This is a mini-reset.

Check-in Talk. Check-in with a workmate, friend or family member. Share achievements and challenges. Focus on solutions and positives. Phone Home. Call a friend.

Self-Instruction Method (SIM): informing oneself to STOP, NOT REACT, and instead, listen and take note. (this technique explained separately).

Next Best Action. Just making a decision on the next action to take, no matter the likelihood of the outcome, can reduces feelings of uncertainty and pressure. Questions active the thinking centres of the Brain.

Ask yourself this powerful question: *“what is the next most helpful or sensible action or step I can take now, that best serves me, others and the outcome I’m trying to achieve?”* or *“what would the wise and strategic version of me be suggesting I do right now?”*