



ROOM TO THINK

YOUR TOOLKIT

These pages are a menu, not a to-do list. Start with the four marked **START**. Reach for the rest when you need them, and skip any that don't help.



ROOM IN YOUR DAY

Tool 1 · The Reset Ladder

START

Tool 3 · Daily Focus Planner

START

Tool 4 · Weekly Reset

Tool 12 · Pocket Window Builder

Tool 16 · Planner, two per sheet



ROOM ON YOUR SCREENS AND IN YOUR HOME

Tool 2 · The Friction Audit

Tool 5 · Boundary Scripts

Tool 6 · Care Hub (2 pages)

Tool 9 · NOW / LATER / NEVER

START

Tool 10 · Keep / Move / Delete /
Defer

Tool 11 · 30-Minute Digital Reset

Tool 15 · Family Conversation
Scripts

Tool 18 · Household Task Route

START



ROOM IN YOUR HEAD

Tool 7 · Surge Plan

Tool 8 · Protecting-This-For
bookmark

Tool 13 · The Low-Energy Menu

Tool 19 · Return Notes

ALL THREE ROOMS Tool 14 · My Personal Focus System · Tool 17 · 14-Day Reset checklist

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Printables: roomtothinkbook.com/toolkit

Free, no account or email needed. Color, ink-light and fillable versions. No printer? Copy any page into a notebook. It works the same.



A RESET FOR EVERY SIZE OF DAY

Pick the one that fits the moment. Fifteen seconds counts.

YOUR TOOL

● The Reset Ladder

Six resets, from fifteen seconds to two weeks. Start on any rung.

15 SEC

Pause and Return · Pulled away mid-task

Save. Note where you stopped and the next step. Go. Come back to the note.

2 MIN

Two-Minute Launch · End of the workday

Write tomorrow's first action. Save the file and mark the spot.

2 + 10 MIN

Ten-Minute Rescue · The afternoon fell apart

Stop. Save and note. Close what's unrelated. Check today. Choose one thing. Ten minutes.

THROUGH THE
DAY

Minimum Day · No window at all today

Care first. Then one must-do at home, one at work, one return note.

5–20 MIN

Weekly Reset · Friday or Sunday

Look back. Check what's waiting. Plan three outcomes. Protect your windows.

~15 MIN A DAY

14-Day Focus Reset · Once, then whenever you need it

Rebuild the system one step a day: short setup, then practice in your normal work.

Right now I need: ☐ Pause and Return ☐ Two-Minute Launch ☐ Ten-Minute Rescue

☐ Minimum Day ☐ Weekly Reset ☐ 14-Day Reset

THIS SPACE IS YOURS.

Back from a care interruption? One action is a full return.

● Next small step: _____ **TOOL 1**



Notice first. Nothing needs fixing yet.

● The Friction Audit • page 1 of 2

Log two work hours and one evening hour. Count each pull once, under its main source: a text from your sister counts as family, not also as phone. Out of rows? Tick marks on scrap paper work too.

[illegible]

It's a snapshot, not a report card.

● Next small step: _____ TOOL 2 · 1 OF 2



SEE WHAT PULLS AT YOU

Then look for the pattern.

YOUR TOOL

● The Friction Audit • page 2 of 2

Step 2: tally it. Step 3: circle the three that are both frequent and costly.

TALLY • COUNT EACH PULL ONCE

AREA	HOW OFTEN	HOW COSTLY	OUT • IN	MOSTLY	CHANGE NEEDED
Phone		L M H	Out • In	N S E	
Email		L M H	Out • In	N S E	
Work chat		L M H	Out • In	N S E	
Browser, quick searches		L M H	Out • In	N S E	
Social media or news		L M H	Out • In	N S E	
Meetings		L M H	Out • In	N S E	
Family, home, care		L M H	Out • In	N S E	
Colleagues or clients		L M H	Out • In	N S E	
My own thoughts		L M H	Out • In	N S E	
Hidden friction		L M H	Out • In	N S E	

Costly: **L** under a minute • **M** a few minutes • **H** longer, or it ends the session. Treat the totals as a snapshot of one day, not a score.

MY TOP THREE • FREQUENT AND COSTLY

1. _____
2. _____
3. _____

One stalled household task: _____

It stalls at: not decided • no time • needs the paper • waiting on someone

One kind sentence: Of course I've been distracted — look at _____

It's a snapshot, not a report card.

● Next small step: _____ **TOOL 2 • 2 OF 2**



GIVE TODAY ONE CLEAR THING

A window can be done long before the task is.

YOUR TOOL

● The Daily Focus Planner

One outcome for one window. Fifteen minutes is a real window.

The one thing that matters today

What “done” looks like (for this window)

Window: _____ to _____ 15 25 50 90 min

What could pull me away

If that happens, then I will

RETURN NOTE · IF I’M PULLED AWAY

Stopped at: _____

Next step: _____

WINDOW ☐ Done ☐ Partly done ☐ Not today

TASK ☐ Finished ☐ Not yet

Tomorrow’s first action

Example. One thing: draft the needs statement. Done: one paragraph. Window: 7:40 to 7:55 (15). Return note: stopped after the intro; next, the budget line.

Partly done still counts.

● Next small step: _____ **TOOL 3**



UP TO TWENTY MINUTES TO START FRESH

Friday afternoon or Sunday evening. Twenty minutes is the cap, not the target.

YOUR TOOL

● The Weekly Reset

Look back, check what's waiting, plan, protect.

LOOK BACK

5 min

What pulled me off track? _____

What got easier? _____

Which rule isn't helping? (drop it) _____

CHECK WHAT'S WAITING

5 min

Waiting on (follow up?) _____

Due in ten days · home _____

Due in ten days · work _____

PLAN · THREE OUTCOMES

5 min

1. _____

2. _____

3. _____

PROTECT

5 min

Fixed points first (appointments, pickups, care) _____

Focus windows (day, time) _____

Optional: ☐ Tabs ☐ Desktop ☐ Downloads ☐ AI chats ☐ Start the inbox

THE FIVE-MINUTE VERSION

Hard week? Check what's due in the next ten days, and put one focus window on the calendar. That keeps the system alive.

Skipped a week? Just pick it up again.

● Next small step: _____ **TOOL 4**



KIND, CLEAR BOUNDARIES

Predictable beats available. Copy, tweak, send.

YOUR TOOL

● Boundary Scripts

Pick one for work and one for home. Make the words sound like you.

CHAT STATUS

Heads-down until _____. For anything urgent, call me.

EMAIL AUTO-REPLY

Thanks for your note. I'm checking email at _____ and _____ today and will reply as soon as I can after that. If it can't wait, please call me at _____.

CLIENT

I do focused work in the mornings and answer messages after lunch. I normally reply within _____, sooner if it's urgent.

TEAM

Would we try shared focus mornings for two weeks? Urgent things can still come through by phone. Then we'll check in.

HOME

When my headphones are on, I'm focusing until _____. Come get me if someone is hurt, scared or unsafe, if the school calls, or for _____.

SOMEONE YOU CARE FOR

I'll call you every day at _____. If you need me before then, call me twice in a row.

WHEN YOU CAN'T SET YOUR HOURS

Could I have one predictable 30-minute stretch a day without meetings, or agree that replies within the hour are fine for anything not urgent?

IF IT'S JUST YOU

I check messages at _____ and _____. If it can't wait, call. Otherwise I'll get back to you by _____.

Our urgent route is: _____

☐ Allowed callers set (people and numbers) ☐ Tested with the real callers

Repeated-call timing differs by phone. Test again after you change settings.

Clarity, not control. A boundary is a promise people can count on.

● Next small step: _____ **TOOL 5**



GIVE THE WORRY ONE HOME

Reference information for one person's care, in one shared place.

YOUR TOOL

● The Care Hub · page 1 of 2

Keep it fresh: date each section and name who updates it.

For: _____ Kept by: _____ Sharing OK with: _____

KEY CONTACTS doctors, pharmacy, care team, backup person

Last checked ____ · Updates: ____

THE CALENDAR appointments, and who's taking them

Last checked ____ · Updates: ____

CURRENT ROUTINES as the care team explained them

Last checked ____ · Updates: ____

Stale details can be worse than none. A date keeps it honest.

● Next small step: _____ **TOOL 6 · 1 OF 2**



GIVE THE WORRY ONE HOME

Page 2: questions, jobs, help, and the tasks this hub points to.

YOUR TOOL

● The Care Hub • page 2 of 2

Ask the person you care for what they're comfortable sharing, and with whom.

For: _____ Updated by: _____ Date: _____

OPEN QUESTIONS for the next appointment; decisions to make Last checked ____ · Updates: ____

WHO'S DOING WHAT

JOB	OWNER	ACCEPTED
_____	_____	☐
_____	_____	☐
_____	_____	☐
_____	_____	☐

WAYS TO HELP meals, rides, errands, calls, for anyone who asks Last checked ____ · Updates: ____

LINKED TASKS

Task • whose list (give it a route, Tool 18) _____

Share only what's needed. Give helpers what their part requires, and keep account numbers, passwords and ID numbers in a password manager or a locked file, never in a shared note.

You don't have to be the only one who knows everything.

● Next small step: _____ **TOOL 6 • 2 OF 2**



A PLAN FOR THE HARD WEEKS

Write it now, while things are calm.

YOUR TOOL

● The Surge Plan

For weeks when caregiving is your whole life. Four parts, nothing more.

WHAT MUST CONTINUE AT HOME

Medications, pickups, bills that are due. Everything else can wait or be done badly.

My work CHECK time(s): _____

One a day if my job allows it. Agreed with my manager or clients, or covered by leave, a colleague or a moved deadline.

Point person at work: _____

Point person in the family: _____

No point person? Send one update to everyone who needs it, and say when the next one comes. At work, let an auto-reply carry the load.

MY MESSAGE TO WORK

"I'm handling a family health situation [or: an urgent personal matter] for the next week or two. I'll check messages around ____ each day. For anything urgent, please contact _____. Thank you for understanding."

☐ One pocket window a day, if I can: 15 minutes for _____

What pauses, on purpose: full focus windows, the Weekly Reset, the 14-Day Reset.

How I come back: one useful next step. If I have twenty minutes, a Weekly Reset. If I have two, one action is enough.

Pausing the system is using it the way it's meant to be used.

● Next small step: _____

TOOL 7

TOOL 8 · WHAT I'M PROTECTING THIS FOR

Three bookmarks. Cut on the dashed lines. No printer? An index card works.



I'M MAKING ROOM
FOR:

MY NEXT WINDOW
FOR IT:

*It doesn't have to earn
its place.*

Cut on the dashed line.
No printer? An index
card works.

● ROOM TO
THINK



I'M MAKING ROOM
FOR:

MY NEXT WINDOW
FOR IT:

*It doesn't have to earn
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I'M MAKING ROOM
FOR:

MY NEXT WINDOW
FOR IT:

*It doesn't have to earn
its place.*

Cut on the dashed line.
No printer? An index
card works.

● ROOM TO
THINK



LET THE RIGHT THINGS THROUGH

Not silence. A sorting system.

YOUR TOOL

● NOW / LATER / NEVER

Go app by app, noisiest first. Then test that urgent news really gets through.

NOW

May need me before my next check

e.g. a call from the school or the care team; the alerts we agreed are urgent

LATER

I'll look at it on my schedule

Checked at _____
e.g. email, most work chat, most texts, even from people I love

NEVER

Doesn't need to interrupt me

e.g. social, shopping, games, news alerts, "you might have missed"

Sort by **kind of message**, not just by person. The same person can send all three.

Exceptions (people or apps that break the rule, and why) _____

Urgent news reaches me by: _____

☐ Urgent route tested ☐ Focus mode on during windows ☐ Badges off where they pull me in

Still rings for the school. Not for a sale on throw pillows.

● Next small step: _____ **TOOL 9**



DECIDE, THEN LET IT GO

Four choices, no more. Aim for decided, not perfect.

YOUR TOOL

● **Keep / Move / Delete / Defer**

Use it for every cleanup in this book.

KEEP

Actively used. It stays where it is.

The project folder you're in this week.

MOVE

Reference you might need. Put it where reference lives.

Tax PDFs into a Finances folder.

Reference lives in _____

DELETE

No longer needed. Let it go.

Seven versions of "final_FINAL_v3."

DEFER

An action, not now. Next step plus a review date.

"Pick one course or let them go — review May 1."

Review date required

MOVE is for information. DEFER is for actions. An action without a review date is just storage with good intentions. When the date comes: do it, schedule it, or let it go.

Today's one small space: ☐ Desktop ☐ Downloads ☐ Browser ☐ Phone photos ☐ Inbox

Letting it go counts as a decision.

● Next small step: _____ **TOOL 10**



A CALMER SCREEN IN 30 MINUTES

Set a timer. Move on when time is up, even if you're not done.

YOUR TOOL

● The 30-Minute Digital Reset

Six five-minute blocks. Unfinished is fine.

☐ Save my work first

0–5	Desktop	Make a Current folder for this week's work. Move, delete or archive the rest.	☐
5–10	Browser	Bookmark the information you need. Put actions on your list. Close every other tab.	☐
10–15	Notifications	On your computer: turn off email and chat pop-ups, or limit them to NOW only.	☐
15–20	Phone	Start sorting apps into NOW / LATER / NEVER, noisiest first. Test your urgent route.	☐
20–25	Email	Unsubscribe from five newsletters. Pick your CHECK times. Start a Waiting list. (Start processing, don't finish.)	☐
25–30	Home and tomorrow	Choose a landing place for paper. Decide tomorrow's focus setup.	☐

Short on time? Do one row today. One surface, done well, beats six rushed.

My CHECK times: _____

My landing place for paper: _____

What I'll do next week: _____

When the timer rings, stop. Notice how it feels.

● Next small step: _____ **TOOL 11**



SMALL WINDOWS ADD UP

A focus window sized to fit the day you actually have.

YOUR TOOL

● The Pocket Window Builder

Fifteen minutes is a real window. Start there if you're not sure.

The next step (one outcome, not a topic) _____

Window: _____ to _____ 15 25 50 90 min · or less

Who can reach me during it _____

If I get pulled, then I will _____

Return note goes _____

MY START RITUAL

- | | |
|--|--|
| ☐ 1. Name the outcome | ☐ 2. Close what I don't need |
| ☐ 3. Set my boundary (Focus on) | ☐ 4. Phone away (or close, if needed) |
| ☐ 5. Make my if-then plan | ☐ 6. Timer on. Begin. |

Tiny window? Three steps are plenty: name it, check your care and urgent-call setup, begin. Skip any step that doesn't help.

WINDOW ☐ Done ☐ Partly done ☐ Not today

TASK ☐ Finished ☐ Not yet · next step: _____

Use this to plan a new kind of window. For an ordinary day, the Daily Focus Planner (Tool 3) is enough.

THIS SPACE IS YOURS.

"Not today" isn't failure. It's information for tomorrow.

● Next small step: _____ **TOOL 12**



A GENTLER MENU FOR HARD DAYS

Tired and high-stakes is a hard mix. Choose kindly.

YOUR TOOL

● The Low-Energy Menu

Write it on a good day. On a hard day, just pick.

LOW EFFORT, LOW STAKES

Useful, and fine if I'm a little foggy.

Gather the documents a task will need

Put the return package by the door

Write tomorrow's Two-Minute Launch

NEEDS A CLEAR HEAD

Park these for a better day, if the deadline allows.

The insurance form

The bill I need to check

REST I'D ACTUALLY CHOOSE

A nap, a walk, a show I chose, a call with a friend. It all counts.

Today I'm: ☐ Foggy but okay ☐ Running on empty ☐ Rest is the job today

You still move things forward, just the right things for today.

● Next small step: _____ TOOL 13



MY PERSONAL FOCUS SYSTEM

Everything you kept, on one page. Blank lines are fine.

YOUR TOOL

● **Personal Focus System**

Fill it in on Day 14. Keep it where you'll see it.

ROOM IN YOUR DAY

My focus windows (when, how long)

My CHECK times

My Weekly Reset (day, time)

My Start Ritual anchor

ROOM ON YOUR SCREENS AND IN YOUR HOME

How urgent news reaches me

Where my phone lives (work / night)

My actions live in (list or app)

My paper lands in

My top friction, and my fix

ROOM IN YOUR HEAD

My Minimum Day

My Low-Energy Menu (top three)

WHAT I'M PROTECTING THIS FOR

Change any line, any time. It's yours.

● Next small step: _____

TOOL 14



TALK IT THROUGH AT HOME

Pick a calm moment. Lead with the shared goal. Make it a two-week trial.

YOUR TOOL

● Family Conversation Scripts

A handoff isn't done until someone has said yes to all of it.

WITH A PARTNER

Can we take twenty minutes this weekend to split the things that keep landing on me? Could you fully own _____, start to finish?

WITH SIBLINGS

I've started a Care Hub for Dad. Could each of us fully own one piece? Could you take _____, start to finish?

WITH CHILDREN WHO CAN SAFELY WAIT

When my headphones are on, I'm working until the timer goes off. Hurt, scared, or something feels unsafe? Come get me. Everything else, draw it or write it on the sticky note.

WITH LITTLE ONES

They need watching, not a sticky note. Save focus windows for nap time, or when another capable adult is in charge. A screen doesn't replace the supervision they need.

A COMPLETE HANDOFF

Task _____

Scope (exactly what's included) _____

Due cue (what tells them it's time) _____

Done means _____

☐ **Accepted, out loud** How I'll know it's on track: _____

Didn't work? Shrink it, change the route, or look again at who does what. **No one to hand it to?** Route it on paper, set a predictable check-in, and find one outside resource:

You're not asking anyone to love you less. You're making it easier to share.

● Next small step: _____ **TOOL 15**



ROOM IN YOUR DAY

TODAY'S ONE THING

Date _____

The one thing that matters today

What “done” looks like (this window)

Window: _____ to _____ ☐ 15 ☐ 25 ☐ 50 ☐ 90

What could pull me away

If that happens, then I will

RETURN NOTE · IF I'M PULLED AWAY

Stopped at _____

Next step _____

WINDOW ☐ Done ☐ Partly ☐ Not today

TASK ☐ Finished ☐ Not yet

Tomorrow's first action

Partly done still counts.

● ROOM TO THINK · TOOL 16



ROOM IN YOUR DAY

TODAY'S ONE THING

Date _____

The one thing that matters today

What “done” looks like (this window)

Window: _____ to _____ ☐ 15 ☐ 25 ☐ 50 ☐ 90

What could pull me away

If that happens, then I will

RETURN NOTE · IF I'M PULLED AWAY

Stopped at _____

Next step _____

WINDOW ☐ Done ☐ Partly ☐ Not today

TASK ☐ Finished ☐ Not yet

Tomorrow's first action

Partly done still counts.

● ROOM TO THINK · TOOL 16



FOURTEEN SMALL STEPS

Steps, not dates. Miss a day? Pick up where you left off.

YOUR TOOL

● The 14-Day Reset checklist

Tick a box when a step is done. There's no streak to break.

STEPS 1–7

1

(F)

Just notice

Short log + one stalled task

☐

2

(F)

Find your top three

Tally, sort, circle three

☐

3

(O)

Calm your screens

Desktop, browser, first screen

☐

4

(O)

Sort notifications

NOW / LATER / NEVER. Test urgent.

☐

5

(O)

Route one task

Landing place + five questions

☐

6

(O)

Reset your email + PRACTICE

CHECK times. A Waiting list.

☐

7

(C)

First focus window +

PRACTICE

Fifteen minutes counts

☐

STEPS 8–14

8

(C)

Shape your week

Windows around fixed points

☐

9

(C)

Practice the return +

PRACTICE

Anchor step + one return note

☐

10

(U)

Agree on availability

One script or one handoff

☐

11

(U)

Make one pull harder

Add a little friction

☐

12

(U)

Make one thing easier

Plus a Two-Minute Launch

☐

13

(S)

Prepare for hard days

Write your Minimum Day

☐

14

(S)

Keep what helps

Your Personal Focus System

☐

About 15 minutes of setup a day. + **PRACTICE** days happen inside your normal work.

After step 14 (optional): ☐ Route another task ☐ Try one handoff ☐ One Pause and Return

☐ Drop one rule

Small beats perfect. Doing part of a step is a win.

● Next small step: _____ **TOOL 17**



MOVE THE STUCK THING

For tasks that keep stalling, or pass between people.

YOUR TOOL

● The Household Task Route

Five questions: next action, when, who, where, done. Waiting on is optional.

Example. Field-trip form: sign it, pay \$12 · due Fri, do Thu after dinner · me (partner is backup, said yes) · landing tray by the door · signed, paid, back in the backpack, confirmation filed.

ROUTE 1 **Task** _____

Next action _____

Due _____ **Planned date/time** _____

Who owns it _____ Accepted? ☐ Yes ☐ Not yet

Where _____ **Waiting on** _____

Done means _____

ROUTE 2 **Task** _____

Next action _____

Due _____ **Planned date/time** _____

Who owns it _____ Accepted? ☐ Yes ☐ Not yet

Where _____ **Waiting on** _____

Done means _____

ROUTE 3 **Task** _____

Next action _____

Due _____ **Planned date/time** _____

Who owns it _____ Accepted? ☐ Yes ☐ Not yet

Where _____ **Waiting on** _____

Done means _____

It doesn't make the task smaller. It makes the next step obvious.

● Next small step: _____ **TOOL 18**



PAUSE, THEN PICK IT BACK UP

Cut these out. Stick one on the laptop when you're pulled away.

YOUR TOOL

● **Return Notes**

Save. Write one line. Go. When you're back, start from the note.

● RETURN NOTE

Stopped at _____

Next step _____

Open these _____

● RETURN NOTE

Stopped at _____

Next step _____

Open these _____

● RETURN NOTE

Stopped at _____

Next step _____

Open these _____

● RETURN NOTE

Stopped at _____

Next step _____

Open these _____

● RETURN NOTE

Stopped at _____

Next step _____

Open these _____

● RETURN NOTE

Stopped at _____

Next step _____

Open these _____

● RETURN NOTE

Stopped at _____

Next step _____

Open these _____

● RETURN NOTE

Stopped at _____

Next step _____

Open these _____

If it's urgent, skip the note and go. The work will wait.

● Next small step: _____

TOOL 19