

CENTERING & DECISION GUIDE

STOP. BREATHE. OBSERVE. CHOOSE. ACT.

CURRENT STATE

- | | |
|--|--|
| ☐ Calm | ☐ Blocked |
| ☐ Scattered | ☐ Avoiding |
| ☐ Stressed | ☐ Stuck in a loop |
| ☐ Irritated | ☐ Tired |
| ☐ Rushed decision | |

Rule: If I am not calm, I make no big decisions immediately.

RESET — 60 SECONDS

- Relax my shoulders.
- Relax my jaw.
- Breathe slowly 5 times.
- Name what is happening.

Ex: "I am getting angry right now."

Ex: "I am avoiding something."

Naming the state brings back control.

What truth might I be avoiding?

Am I solving the right problem, or am I avoiding discomfort?

USEFUL ACTION OR DISPERSION?

- ☐ Task finished
- ☐ Decision clarified
- ☐ Problem solved
- ☐ Message sent
- ☐ Measurable progress
- ☐ Real recovery
- ☐ Useful organization

Rule: If nothing is checked, I am busy without advancing.

NEXT VISIBLE ACTION

What is the single next physical action?

- | | |
|----------------------|----------------------|
| - write one sentence | - tidy one thing |
| - send a message | - note it for later |
| - open the document | - close distractions |

Rule: One action. Not ten. Only one.

EXPRESS DECISION GRID

USEFUL?

- Serves real objective?
- Concrete result?
- Worth my time?
- Reduces a problem?

SUSTAINABLE?

- Do I have energy?
- Mental cost okay?
- Clear limits?
- Sustainable long term?

CLEAR?

- Next step defined?
- Precise scope?
- Realistic deadline?
- Risks identified?

QUICK READ

Useful + Sustainable + Clear = **GO**

Useful + Not Clear = **Clarify before acting**

Useful + Not Sustainable = **Limited GO / Renegotiate**

Not Useful + Not Sustainable = **STOP**

Sustainable + Not Useful = **Secondary**

I do not move forward on vague, costly, low-value things.

FOCUS ON WHAT MATTERS. I CHOOSE THE NEXT ACTION.

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CENTERING JOURNAL

OBSERVE. UNDERSTAND. ADJUST.

Date / Time:	State: ☐ Stressed	☐ Scattered	☐ Irritated	☐ Tired
	☐ Blocked	☐ Avoiding	☐ Stuck in a loop	
Situation: (What happened?)				
Trigger: (What sparked the reaction?)				
Automatic reaction: (What was I about to do?)				
Intervention				
☐ Short pause	☐ Breathing	☐ Reframe	☐ Break task down	
☐ Parked idea	☐ Dropped idea	☐ Return to next action		
Decision made				
☐ Continue	☐ Stop	☐ Postpone	☐ Clarify	
☐ Renegotiate	☐ Abandon	☐ Return to initial task		
Lesson / pattern:				

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Lesson / pattern:				

PATTERNS TO WATCH

I get angry when:

I get scattered when:

I flee when:

What centers me:

THE GOAL IS TO SPOT FASTER, CORRECT FASTER, RETURN FASTER.

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