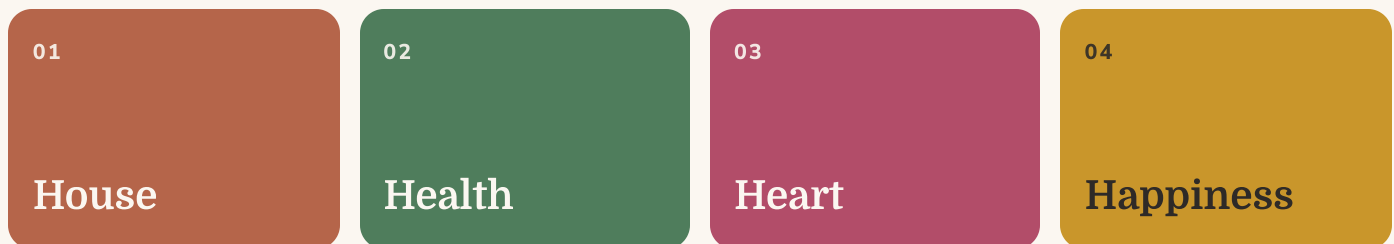


STARTER KIT FOR PROFESSIONALS

The Four H Daily Reset

Clear focus. Finished work. Energy left over.

You don't need more motivation.
You need fewer decisions.



Inside this kit

- 2 A 2-minute self-check: is the Four H right for you?
- 3 The Four H at a glance, with example tasks
- 4 Your 10-minute order of operations
- 5 The Daily Reset page to print or copy
- 6 A 7-day tracker to see your progress

How to use it

1. Take the self-check on page 2, then read pages 3 and 4 once.
2. Print page 5, one copy per day, or copy it into a notebook.
3. Tomorrow morning, fill it in before you open your inbox.

2-MINUTE SELF-CHECK

Is the Four H right for you?

How often is each statement true for you? Circle one number per line, then add them up.

	LATELY...	RARELY	SOMETIMES	OFTEN
1	I'm busy all workday but still end it feeling behind.	0	1	2
2	My mind keeps running through my to-do list, especially at night.	0	1	2
3	Interruptions and messages decide my day more than I do.	0	1	2
4	My to-do list never ends, so I never get to feel done.	0	1	2
5	I carry my work and my household's to-dos in my head.	0	1	2
6	Time just for me makes me feel guilty, or it doesn't happen at all.	0	1	2
7	I skip breaks, lunch or a hard stop time when work gets busy.	0	1	2
8	I've tried planners or apps and stopped using them.	0	1	2
9	When I miss a day of a new habit, I tend to give up on it.	0	1	2
10	I want more structure, but not a complicated system.	0	1	2

My total (0–20): _____

0–6

You have a lot working

Your days mostly feel manageable. Keep the Daily Reset page (page 5) for weeks that get heavy.

7–13

The Four H is a strong fit

Start this week. Use the Daily Reset page and the 7-day tracker, and keep every task small.

14–20

You're carrying a lot

This kit is a good start. If your team feels the same, a live team session (page 6) adds a plan and 30 days of support.

Are you ready to start? Tick what's true.

- ☐ I can set aside about 10 minutes a day to plan. ☐ I'm willing to start with tasks that feel almost too small. ☐ I want my days to have a clear finish line.

Ticked all three? You're ready for tomorrow morning.

When the Four H isn't enough on its own. If a major loss or setback is behind most of your answers, or you've felt hopeless, can't get through most days, or have thought about harming yourself, please reach out to a counselor or doctor. In a crisis, call or text 988 (US). For support rebuilding after a setback, ask me about one-on-one coaching: neighborskeeper@gmail.com.

This self-check is a reflection tool, not a clinical screening or diagnosis.

One task in each H, every day

Each H answers one simple question. At work, House can be your desk and inbox. Happiness never involves your job.

1 House

“What one thing will make my space lighter?”

Your home or your work base. A clear desk and inbox quiet a cluttered mind.

- Inbox to zero in one folder
- File one report
- One admin task you've avoided

5-minute version: clear one pile off your desk

2 Health

“What one thing will my body thank me for?”

Protect the energy your work depends on: breaks, movement, boundaries.

- Take a real lunch break
- Stretch between meetings
- Set a hard stop time

5-minute version: drink a glass of water

3 Heart

“What one thing will lift or inspire me?”

Purpose and people: recognition, mentoring, your "why."

- Recognize a colleague by name
- Mentor someone for 10 minutes
- A thank-you note to a client

5-minute version: send one thank-you message

4 Happiness

“What one thing is just for me?”

Something outside of work entirely. It's on the list, not a leftover.

- A hobby, no screens
- A walk with no podcast
- Dinner with someone you love

5-minute version: play one favorite song

House → Health → Heart → Happiness

The default order goes from the outside in: clear your space, care for your body, feed your spirit, then do something just for you.

Stuck on an H? Ask yourself: "What did I used to do that made me feel good?" Write down a few ideas for each H so you always have one ready.

Your order of operations: 10 minutes a day

Run it the night before or first thing in the morning, before the inbox sets your priorities for you.

1 · 3 MIN

Clear

Empty everything on your mind onto one page. Don't sort. Don't judge.

2 · 2 MIN

Sort

Tag each item H1, H2, H3, H4, or P for the Parking Lot.

3 · 2 MIN

Pick

Choose one small task for each H, sized to finish today.

4 · ALL DAY

Do

Work the four in order. Swap only for energy.

5 · 1 MIN

Close

Tick each H and finish the line "Today I finished..."

Why writing it down works

In a 2011 study, unfinished goals kept intruding on people's thoughts. When people wrote a specific plan for those goals, the effect went away, even though the tasks weren't done yet. That's the job of Clear and the Parking Lot: everything gets a place, so your mind can let go.

Masicampo & Baumeister, Journal of Personality and Social Psychology, 2011

Three rules for real life

Swap for energy.

Low energy? Start with Heart to get going, then go back to the order.

Never skip Happiness.

It can move. It can shrink. It always gets done.

Done beats perfect.

A 5-minute version of any H counts as complete.

Size every task

Mini	5 minutes	Hard, sick or travel days
Standard	15–30 minutes	Most days
Stretch	30–60 minutes	High-energy days, never all four

Not sure? Ask: "Would I finish this today on a bad day?" If not, shrink it.

The Minimum Viable Day

On a hard day, do four Mini tasks, 5 minutes each. It still counts as a complete day. The streak matters more than the size.

Missed a day?

That's normal. Start again tomorrow. The only rule: try not to miss two days in a row.

My Daily Reset

1 Clear Everything on your mind: to-dos, worries, errands, ideas.

3 Pick One small task per H. Circle its size.

Happiness M · S · St ☐

4 • Do them in order: House → Health → Heart → Happiness. Tick each box when it's done.

P Parking Lot Give each item a "when" so your mind can let it go.

5 Close Four finished things. That's a complete day.

Today I finished...

YOUR FIRST WEEK

7-day tracker

Tick each H you finish. Four ticks is a complete day, and Mini tasks count.

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
 House	☐	☐	☐	☐	☐	☐	☐
 Health	☐	☐	☐	☐	☐	☐	☐
 Heart	☐	☐	☐	☐	☐	☐	☐
 Happiness	☐	☐	☐	☐	☐	☐	☐
Head clutter (1–10)	—	—	—	—	—	—	—

Complete day?

☐
☐
☐
☐
☐
☐
☐

Day 7: my easiest H was...

My hardest H was...

One task I'll shrink to a Mini...

BRING IT TO YOUR TEAM

The Four H Daily Reset for teams

A 2.5-hour in-house intensive that gives your people clear focus, finished work and energy left over for their lives.

Book a 20-minute call:
neighborkeeper@gmail.com

- Live on Zoom or on site, up to 20 people
- A Professional Edition workbook for everyone
- A team Four H debrief and one 30-day team agreement
- Check-ins at Day 7 and Day 30
- Private: leaders see themes only, never anyone's answers

The Four H Daily Reset is a practical coaching framework, not therapy. If you're going through a crisis, please reach out to a qualified professional, or call or text 988 (Suicide & Crisis Lifeline, US). © 2026 Michelle Brown, LISW-S · Neighbor's Keeper LLC · www.neighborkeeperllc.info