



GEAR

A one-minute GEAR check to help you focus mindfully.

How to use it: Print and put on your fridge at home or pin to your desktop at work.
Do a GEAR Check at the start of each work block. Aim for 2-3 checks per day at minimum.

G — Ground Yourself (~15s)

One breath, feet on the floor, feel your body.

Name: "What's here right now?" (emotion, tension, distraction)

Tiny pause so you're responding, not just reacting.

E — Evaluate Your Load (~15s)

What's actually on your plate this next block of time?

What are you carrying that's not yours (worry, other people's urgency, multitasking)?

Is this realistic for the next 30-90 minutes?

A — Attend (~15s)

Choose your attentional target for this block (name it in 3-5 words).

Ask: "What deserves my attention right now?"

Create a clean moment: silence alerts, close tabs, bring the one thing front-and-center, and take the first tiny step on purpose.

R — Renew / Reset (~15s)

After a focus block or meeting: stand, stretch, move, hydrate.

Decide: re-engage now or take a slightly longer break.

Note: When you ground again ask, "What did I just accomplish? What's next?"

Pro tip: Pair GEAR with 30-90 minute focus blocks. If you remember nothing else:
Breathe • Check load • Attend to one • Reset.

At Work Uses: pre-1:1, pre-presentation, switching tasks, post-meeting debriefs, afternoon slump.

At Home Uses: start-of-day, post-commute, before difficult conversations, evening wind-down.