

The Reflective Reset Kit

A 10-minute self-coaching toolkit to help you realign your energy, values, and focus, at work and beyond.



Created by Champion Coaching & Consultancy – values-led coaching and consultancy





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Welcome

Hello and Welcome to The Reflective Reset.

This short reflective workbook is designed to help you pause, take stock, and reconnect with what matters most.

It draws on Champion Coaching & Consultancy's values-led approach: combining self-awareness, reflection, and action.

You can complete the kit in one sitting, or return to each section as you need to reset and refocus.

Keep it nearby as a reflective tool for moments of transition, change, or challenge.



Energy vs Importance

Below is a simple grid structure. Use this to explore how your energy and priorities align.

	High Importance →	Low Importance →
↑ High Energy	High Importance + High Energy Your 'Sweet Spot' Energising priorities that align with your goals and values. Keep and nurture these.	Low Importance + High Energy Fun or distracting – may recharge or waste energy. Use intentionally.
↓ Low Energy	High Importance + Low Energy Essential but draining – requires pacing, rest, or support. Plan and protect your energy.	Low Importance + Low Energy Time drains or unnecessary commitments. Consider letting go or delegating.



Energy vs Importance

Plot your current tasks, responsibilities, or thoughts into the four quadrants below.

	High Importance →	Low Importance →
↑ High Energy		
↓ Low Energy		



Reflection Prompts

What currently feels most energising or fulfilling?

What drains you or feels misaligned?

What one action would lighten your load this week?



Mini Values Mapping Exercise

Reconnect with what truly matters to you right now.

Values can shift in emphasis depending on season and circumstance.

This exercise helps you notice what's most important today.

Reflection Prompts

What three values feel most important to you this month?

Where are you living these values fully?

Where might there be tension or neglect?



Reset • Reflect • Rebuild Prompts

A simple three-step reflection to guide your next moves.

RESET

What do you need to pause, let go of, or reframe?

REFLECT

What recent experiences have shaped what you need now?

REBUILD

What small step would help you feel more aligned this week?



Your Next Steps

Take a moment to summarise your reflections.

What themes have emerged?

What would you like to focus on next?



Let's Chat

If you'd like to explore these reflections in more depth, you can book a free
30-minute Clarity Call:
[Book Here](#)

Thank you for taking time to pause and reflect. Every small reset supports
the bigger picture of your wellbeing and leadership.

