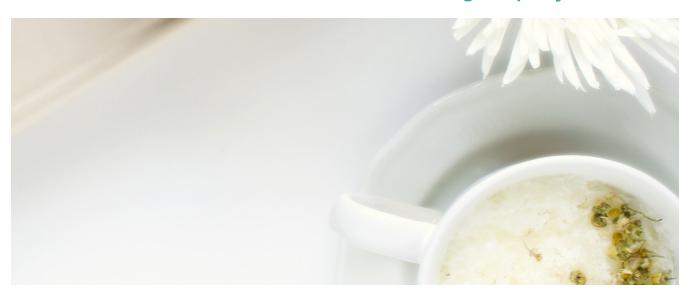
## **Productivity Reset**

Take a moment between meetings / projects



## 1. Reflect on last activity

Capture Notes	Actions	Follow-Up

## 2. Recharge

Take a Breath	Drink Water	Stretch Break

## 3. Reset for next activity

Your Objectives	Required Outcome
<b></b>	- 4
	Your Objectives