

The 5-Minute Pre-Meeting Reset

A simple protocol to enter any meeting focused, calm, and in control.

High-stakes conversations don't require more thinking; they require a regulated nervous system.

This 5-minute reset helps you shift from reactive to deliberate before you start the meeting.

1. Physiological Downshift (1 min)

Slow your breathing.

Inhale through the nose for 4

Exhale slowly for 6

This quickly lowers stress and stabilizes your system.

2. Posture Reset (1 min)

Lift your chest slightly. Lengthen your spine. Relax your tummy, making more space for the diaphragm.

Most people collapse forward after hours at a screen, which signals tension to the brain.

An open posture signals safety and confidence.

Take 3 slow breaths into your lower ribcage.

3. Cognitive Clarity (1 min)

Ask yourself:

- What is the main objective?
- What outcome defines success (for me/team)?
- What tone do I want to bring?

This aligns your state with your intention.

4. Focus Breath (1 min)

Take 10 slow, steady breaths through the nose.

Keep your full attention on the breath. No stops, no distractions.

This sharpens focus and clears mental noise.

5. Intentional Entry (1 min)

Before you enter:

One deep inhale.

One long, slow exhale.

Then walk in/ start the meeting (online) - not rushed, not reactive, but grounded and deliberate.

You got this!

Why this works

High-performing leaders are not calm because they never feel pressure. They are calm because they know how to regulate their nervous system quickly

Breathing is the fastest way to do that.

Simple. Invisible. Effective.

Uff..



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