

The 10-Minute Anxiety Reset Worksheet

A printable, four-step worksheet for the moments when anxiety spikes and you need to get back to steady — in about ten minutes.

Step 1 · Name it (2 minutes)

Step 2 · Settle the body (3 minutes)

Step 3 · Check the story (3 minutes)

Step 4 · Choose the next small action (2 minutes)

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BEFORE YOU START

How to use this worksheet

Anxiety runs as a loop: something triggers it, your mind interprets it as a threat, your body sounds an alarm, and you do something to feel better fast. The loop is quick and automatic. This worksheet slows it down enough for you to step in.

Print a few copies and keep one where anxiety tends to catch you — your desk, your bag, your bedside. When you notice the spike, set a ten-minute timer and work down the page in order. Don't skip Step 2 to get to the thinking part; a settled body makes the thinking part work.

Please read

This is an educational self-help tool, not therapy, diagnosis or medical advice. If anxiety is severely affecting your life, or if you ever feel unsafe, please contact a qualified professional or your local crisis line (in the US, call or text 988).

The four steps at a glance

Step	Time	What you do	Why it helps
1. Name it	2 min	Write down what triggered you, what you feel, and rate it 0–10	Putting words to a feeling engages the thinking brain and lowers intensity
2. Settle the body	3 min	Long-exhale breathing or the physiological sigh, feet on the floor	Slows heart rate; tells the alarm system the danger has passed
3. Check the story	3 min	Write the anxious thought, then the evidence for and against it	Anxious thoughts are predictions, not facts — checking them shrinks them
4. Next small action	2 min	Pick one doable step and do it	Action breaks the loop; avoidance feeds it

2 MINUTES

Step 1 — Name it

Describe what is happening as plainly as you can. You are not solving anything yet — just getting it out of your head and onto the page.

Date / time / where I am:

What happened just before I noticed the anxiety (the trigger):

What I notice in my body (racing heart, tight chest, shallow breath, restless, nauseous...):

The emotion(s) in one or two words:

Intensity right now (circle one)

0	1	2	3	4	5	6	7	8	9	10
calm					moderate					peak

3 MINUTES

Step 2 — Settle the body

Choose one of the two options below. Do it for the full three minutes even if you feel silly. You are changing your physiology first so that the next step is possible.

Option A — Long-exhale breathing

- 1 Sit with both feet flat on the floor. Loosen your shoulders and jaw.
- 2 Breathe in through your nose for a count of 4.
- 3 Breathe out slowly through your mouth for a count of 6–8, as if fogging a mirror.
- 4 Repeat. Count your rounds on your fingers; aim for 15–20 rounds.

Option B — The physiological sigh

- 1 Take a normal breath in through your nose.
- 2 Without exhaling, take a second, shorter sip of air on top to fully inflate your lungs.
- 3 Exhale slowly and completely through your mouth.
- 4 Repeat 3–5 times, then switch to slow, easy breathing for the remaining time.

While you breathe

Name five things you can see, four you can hear, three you can touch. Notice the pressure of your feet on the floor and the chair under you. Let your eyes rest on something in the distance rather than a screen.

Intensity after Step 2 (0–10):

What changed in my body, even slightly:

3 MINUTES

Step 3 — Check the story

Under every anxious spike is a prediction: something bad is about to happen, and I won't cope. Write it down exactly as your mind says it, then treat it like a claim to be examined rather than a fact.

The anxious thought, word for word ("What if...", "They're going to...", "I can't..."):

How much do I believe it right now (0–100%)?

Evidence this thought is true	Evidence it is not true, or not the whole picture

Quick checks

☐
☐
☐
☐
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- Am I predicting the future as if it has already happened?
- Am I assuming I know what someone else is thinking?
- Am I treating an uncomfortable feeling as proof of danger?
- Am I jumping to the worst case and skipping the likely case?
- What would I tell a friend who had this exact thought?

A more accurate, balanced way to put it:

How much do I believe the original thought now (0–100%)?

2 MINUTES

Step 4 — Choose the next small action

Anxiety wants you to avoid, check or wait until you feel ready. Instead, pick one small thing you can do in the next ten minutes that moves you toward what matters — even with some anxiety still present. Small counts. Done counts more than perfect.

If the anxiety is about...	A small next action might be...
A task or deadline	Open the file and write the first sentence, or list the three sub-steps
A conversation or message	Draft the first line; send a clarifying question instead of guessing
Health sensations	Drink water, walk for five minutes, and postpone symptom-searching to a set time later
Something you can't control	Write the worry on a list for your worry window, then return to what is in front of you
Nothing specific — free-floating	Change your environment: step outside, stretch, or do a two-minute tidy

My next small action (specific, doable in 10 minutes):

When exactly I'll do it:

What worked best today? What will I try first next time?

Go further

If you're finding this worksheet useful, the full **Anxiety Operating Manual** at selfhelpresourcelibrary.com goes deeper on each of these steps across eight modules, including morning anxiety, workplace anxiety, sleep and a relapse plan. The **Morning Ritual Design System** helps you build the calm, structured start to the day that makes spikes less frequent.

Important — please read

The 10-Minute Anxiety Reset Worksheet is educational self-help material. It is not therapy, psychological or medical advice, and is not a substitute for care from a licensed professional. If you are in crisis or thinking about harming yourself, contact emergency services or a crisis line immediately (US: call or text 988).