

Free Manager Reset Checklist

Reset priorities, workload pressure and difficult conversations before they escalate.

Use this one-page checklist when work feels noisy, pressure is rising or a conversation needs a clearer next step. It is designed as a quick manager reset before you choose a fuller tool, meeting or escalation route.

1. Clarify what is happening

- What has changed, slipped or become unclear?
- What evidence do you have, not just a feeling?
- Who is affected and what is the practical impact?

2. Decide what needs to move

- What must continue this week?
- What can reduce, pause, move date or stop?
- What trade-off needs a stakeholder decision?

3. Choose the conversation

- Clarification: when the priority is unclear.
- Trade-off: when new work needs something else to move.
- Support: when workload pressure is visible.
- Feedback: when behaviour or delivery needs addressing.

4. Confirm the next step

- What has been agreed?
- Who owns the action?
- What is the review point?
- What will you put in writing?

5. Follow up

- Check whether the pressure, priority or behaviour changed.
- Close the loop with the people affected.
- Escalate if the issue cannot be solved at your level.

Quick script

- "Before we add more work, I want to reset what matters most and what needs to move."
- "Let's agree the next step, owner and review point so this does not drift."

If you need a fuller toolkit

Project Prioritisation Pack

Scripts and worksheets for competing priorities and stakeholder trade-offs.

Team Burnout Prevention Pack

Checklists and scripts for workload pressure and support conversations.

Feedback Conversation Pack

Scripts and templates for clearer feedback preparation.

Responsible-use note

This checklist provides general management support and practical workplace communication guidance. It is not legal, HR, employment, medical or wellbeing advice. Always follow your organisation's policies and seek appropriate advice where needed.