NEXTMIND AI

V1.0 / FREE

FREE COMMAND MODE

10-MINUTE WORKDAY RESET

A fast decision system for overloaded days. Turn a messy task list into one realistic plan you can actually execute.

FAST TO USE

NO FLUFF

AI-READY

Practical systems. Clear outputs. Better decisions.

nextmindai.shop

FIELD GUIDE

The 10-minute reset

Use this when your day feels too full, your priorities are unclear, or everything looks urgent.

01 Minute 0-2: CAPTURE

Write every open loop in one place. Tasks, follow-ups, decisions, messages, meetings, personal admin. Do not organize yet.

02 Minute 2-5: DECIDE

Mark each item: MUST TODAY, SHOULD TODAY, CAN WAIT, or DELEGATE. If more than three items are MUST TODAY, challenge the list.

03 Minute 5-8: PLAN

Choose one anchor task, two support tasks, and one small win. Add realistic time blocks and buffers.

04 Minute 8-10: EXECUTE

Start the anchor task before opening another tab. Move communication to one deliberate batch instead of constant checking.

FIELD GUIDE

The ruthless priority filter

Every task competes for your time. Use these four questions to decide what deserves today.

- [ ] What breaks, blocks, or costs money if this is not done today?
- [ ] What creates meaningful progress toward the most important outcome?
- [ ] What is only urgent because somebody else waited too long?
- [ ] What can be delayed, delegated, shortened, or removed completely?

Rule of 3

Your day gets three real outcomes. Everything else is support, maintenance, or optional. A shorter list with real completion beats a long list that keeps moving forward.

COPY / PASTE PROMPT

I have the following tasks today: [paste list]. Rank them into MUST TODAY, SHOULD TODAY, CAN WAIT, and DELEGATE. Explain the top three choices in one sentence each. Do not invent deadlines or importance I did not provide.

FIELD GUIDE

Build a realistic day

Planning fails when the calendar ignores task size, energy and interruptions.

ANCHOR TASK

The one outcome that makes today meaningfully successful.

YOUR INPUT

_____
_____

SUPPORT TASK 1

Important, smaller, and clearly bounded.

YOUR INPUT

_____
_____

SUPPORT TASK 2

Useful progress without stealing the whole day.

YOUR INPUT

_____
_____

SMALL WIN

A 5-15 minute task that closes an annoying open loop.

YOUR INPUT

_____
_____

FIELD GUIDE

When priorities collide

Use this script when two important requests compete and you need clarity instead of silent overload.

COPY / PASTE PROMPT

I am working on [A] and [B]. Both appear important. Help me write a short message to my manager that states the conflict, gives the current trade-off, and asks which outcome should take priority. Keep it professional and non-defensive.

Human version

"I can complete A today or move B forward substantially, but doing both to a good standard is unlikely. My current recommendation is A because [reason]. Would you like me to prioritize A, or should B take precedence?"

Avoid these traps

- [ ] Saying yes to everything before checking capacity
- [ ] Calling every task urgent
- [ ] Hiding the trade-off from the person setting priorities
- [ ] Planning 100% of your available time with no buffer

FIELD GUIDE

End-of-day shutdown

A strong workday ends by making tomorrow easier.

- [ ] Close or reschedule unfinished tasks deliberately.
- [ ] Write the next physical action for anything still open.
- [ ] Capture decisions from meetings before you forget them.
- [ ] Choose tomorrow's likely anchor task.
- [ ] Send any update that prevents someone from waiting unnecessarily.

COPY / PASTE PROMPT

Here is what I completed, what remains open, and what changed today: [paste]. Turn this into a concise shutdown summary with: completed, still open, blocked, waiting on others, and first priority for tomorrow. Do not add tasks.

The point

Productivity is not doing more things. It is making better decisions about what deserves your limited attention.

FIELD GUIDE

Your 1-page reset

Screenshot this page or print it. Use it whenever the day starts drifting.

1. CAPTURE

Everything open is written down.

2. DECIDE

Must / Should / Can Wait / Delegate.

3. PLAN

1 anchor + 2 support tasks + 1 small win.

4. EXECUTE

Start the anchor before reacting to everything else.

Want the full system?

The NextMind Workday Kit expands this reset into daily planning, priority conflict scripts, communication workflows, meeting-to-action, deep work and weekly reset systems.

NEXTMIND WORKDAY KIT -> nextmindai.shop