

Building Capacity: Skills for Reset and Renewal

Lisa Cantor | Smart Happy Space



What is a Reset?

A brief, intentional interruption that returns you to a clearer baseline.



The Science

Your nervous system cannot distinguish between a work deadline and a physical threat.

Chronic low-grade stress keeps you in a low-level state of alarm.

You can function in that state — but you cannot do your best thinking, your best decision-making, your best work.

A reset interrupts that cycle.
It's not soft. It's not optional.
It's physiologically necessary.

Your Reset Toolkit

Six practical strategies for intentional interruptions

1

Name It

2

Do One Thing

3

Micro-Ritual

4

Use Your Body

5

Schedule It

6

Permission

TIP 1

Name It

Do a Brain Dump

Anything living only in your head keeps spinning. Get it all out — paper, notes app, voice memo. No filter. No editing. Just empty it.

"If the only thing you do differently this week is ten minutes with a piece of paper before your day starts — you will feel a measurable difference."

Then sort it into three buckets:

1 *Move Now*

2 *Can Genuinely Wait*

3 *Waiting On Someone Else*



TIP 2

Do One Thing

It's not just the interruption itself.

It's the interruption, then the email you checked while out of flow, then the calendar invite you responded to — and suddenly it's been 23 minutes.

People working in interrupted conditions report significantly higher stress, more frustration, more effort — even when the work got done.

We finish the task. But we finish it depleted.

This is what we're doing right now. Together. You have given this session 45 minutes of your full attention. You are already doing Tip 2.

TIP 3

Build a Micro-Ritual

A short, intentional practice with a clear start and stop. Five to ten minutes. Chosen, not accidental. Small and repeatable beats grand and haphazard every time.

MORNING

Centering Before You Begin

Before email or your task list. A body scan — notice where you're holding tension (shoulders, jaw, stomach). Then set one intention for the day.

MIDDAY

Resetting When Overwhelmed

For the 2pm wall. Acupressure: press the webbing between your thumb and index finger for 30 seconds. Gentle neck rolls. One grounding question: "What actually needs my attention right now?"

EVENING

Releasing the Day

The transition out of work. Quick review without judgment. Name three things you completed — even small ones. Trains your brain to register progress.

TIP 4

Use Your Body to Interrupt Your Brain

Your nervous system doesn't distinguish between a work deadline and a physical threat.

When your brain is stuck in an escalating loop — change the input.
Your body is the fastest route back to calm.

Box Breathing

Directly activates the parasympathetic nervous system. We're doing this together — next slide.

Acupressure

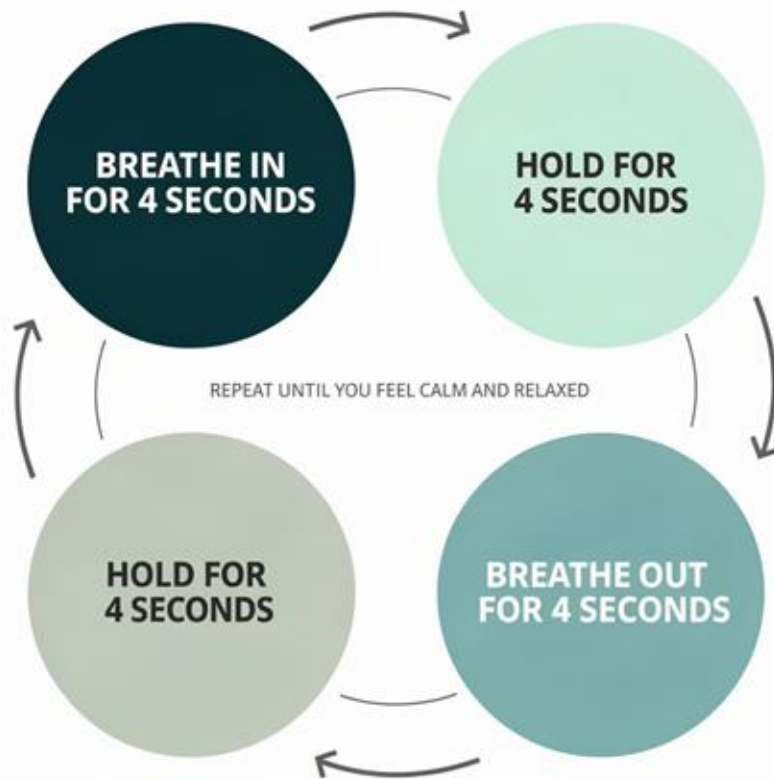
Press the webbing between your thumb and index finger for 30 seconds. Helps with focus and stress.

Movement Break

Get up. Get water. Step away from your screen for two minutes. A pattern interrupt

→ Up next: we do box breathing together

BOX BREATHING



TIP 5

Schedule Restoration Like a Deliverable

If it's not on the calendar, it doesn't exist. You already know this is true for project milestones. It is equally true for rest.

Block it. Mark yourself unavailable.

Protect it the same way you'd protect a team meeting.

Working remotely?

Same principle. Block the time. Name it on your calendar. Choose a specific location — even your couch, phone in the other room.

The location doesn't matter.
The decision to protect the time does.



TIP 6

Give Yourself Permission

Rest is not a reward.

It is a system requirement.

High achievers have been deeply conditioned to push through. Rest has been framed as a reward — earned when the work is done. But the work is never done.

Your capacity to do good work, make good decisions, show up for your team — all of it depends on having something in the tank.





Reset at Every Scale

DAY

Interrupt the moment: brain dump, box breathing, a five-minute ritual. What we practiced today.

MONTH

Protect the rhythm: harder to sustain alone, which is why consistency and community matter here.

LIFE

Build a strong foundation: big transitions — a role change, a hard season, a disappointment — are a part of life. The capacity to meet them comes from small resets, sustained over time



About Lisa Cantor

Smart Happy Space

Lisa spent years in corporate project management — managing timelines, stakeholders, deliverables. She loved the complexity, the systems thinking, the sequencing.

What she added was deep training in body-based practices: yoga, Reiki, nervous system regulation. Because the gap she kept seeing — in herself and the professionals she worked with — wasn't more strategy. It was capacity.

Smart Happy Space lives at that intersection.

Background

Project
Management &
Systems Thinking

Certified

Yoga · Reiki · PMP

Mission

The person doing
the work matters
as much as the
work

Free Resources to Keep Going

Everything you need to start building your reset practice

Visit the Website

Articles, tools, and upcoming programs. Your first stop for everything Smart Happy Space.

smarthappyspace.com

Free Grounded Productivity Starter Kit

Three 5-minute practices (morning, midday, evening) + energy tracking bonus. Already built — just open it.

smarthappyspace.com/resources

Smart Happy Sunday Ritual Newsletter

One small thing each week — a practice, a mindset shift, a real story. Five minutes to read. It's personal.

smarthappyspace.com/sunday-ritual

Coming this August: Live Wellness Sessions

Two formats, in person in Iselin, NJ, and live virtually

Session 1 — Breathwork & Meditation: midday, 30–45 min, chair-based, no experience needed

Session 2 — Movement & Yin Yoga: end of day, 45–60 min, floor-based, all levels





SESSION 1

Breathwork & Meditation

Midday Reset — 30–45 minutes

A midday reset designed to fit within the lunch hour. No mat, no wardrobe change, no prior experience needed.

What to expect:

- Guided breathwork techniques for nervous system regulation
- Short meditation or body scan for mental clarity
- Grounding practices you can use independently throughout the workday



Chair-based or comfortable seated position. Suitable for virtual participants via screen share.

SESSION 2

Movement & Yin Yoga

End-of-Day Wind-Down — 45–60 minutes

An end-of-day wind-down designed to release physical tension and support a smooth transition out of the workday.

What to expect:

- Yin Yoga postures held for 2–5 minutes each to target deep connective tissue
- Breathwork woven throughout to deepen relaxation
- Optional guided meditation or closing practice

📌 *Floor-based with yoga mats. Blankets and blocks optional. Comfortable, loose-fitting clothing suggested.*

Unlike active forms of yoga, Yin works by holding passive postures for several minutes — targeting the deep connective tissue and joints rather than the muscles, making it genuinely accessible regardless of flexibility or fitness level.



THANK YOU!

"You don't have to overhaul your life.

*You just have to pause —
intentionally, regularly,
and with permission."*

