

The Still Point Reflection Tool

A guided pause for leaders who need to recover attention, separate fact from pressure, and choose the next responsible action.

NOTICE

CLARIFY

CHOOSE

RETURN

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Create a pause before pressure chooses for you.

Use this worksheet before a consequential decision, a difficult conversation, or whenever urgency has started to narrow your thinking. Ten honest minutes are usually more useful than a rushed hour.

THE 90-SECOND RETURN

- 1 Stop adding input.** Put down the phone, close the message, or step away from the room.
- 2 Lengthen the exhale.** Let your body receive the signal that immediate reaction is not required.
- 3 Name the condition.** Say plainly: I am rushed, defensive, depleted, uncertain, or overloaded.

BEFORE YOU BEGIN

What situation brought me here?

Describe the condition in one or two factual sentences.

What is the immediate pressure asking me to do?

Name the reaction, answer, or decision that feels most urgent.

Notice what pressure is doing.

The goal is not to eliminate emotion. It is to recover enough range that emotion becomes information rather than instruction.

What am I feeling, and where do I notice it?

Include the physical signal: tightness, heat, speed, fatigue, withdrawal, or agitation.

What do I know to be true?

List only observable facts. Leave out motives, predictions, and interpretations.

What am I assuming?

Name the story you may be adding about intent, consequence, or what others expect.

Clarify what matters now.

Clarity does not require certainty. It requires an honest view of the responsibility, the constraint, and the decision that actually belongs to you.

What matters most in this situation?

Name the value, outcome, relationship, or standard that should govern the response.

What decision is actually mine?

Separate your responsibility from what belongs to another person, another role, or later work.

What can wait?

Identify what feels urgent but does not need to be solved in this decision.

Choose the next responsible action.

A still point is not an escape from action. It is the place from which action becomes deliberate again.

What is the smallest useful next step?

Choose one action that creates movement without pretending the whole condition is solved.

How do I want to show up?

Name the tone, boundary, or leadership quality others should experience from you.

What will I say or do?

Write the first sentence, decision, request, or boundary in plain language.

STAGE FOUR

Return with intention.

The quality of the return matters. Re-enter the work without apology for having paused and without carrying more force than the situation requires.

MY RETURN STATEMENT

Complete this sentence before you re-enter the conversation or decision:

What matters now is

AFTER THE MOMENT

Did the pause change the quality of my response?

What do I want to remember the next time pressure rises?

The pause is not the absence of leadership. It is where leadership becomes available again.