


Ground & Focus Worksheet

A grounding tool to help steady your attention when your mind feels scattered or overloaded.

Stress, overload, and mental clutter are part of the job. When too much is pulling at your attention at once, it becomes harder to think clearly, act deliberately, or simply be present. This worksheet is not about fixing everything. It is about slowing things down enough to find your footing again – one step at a time.

 Work through this at your own pace. There are no right or wrong answers. Just honest ones.



What's Pulling Your Attention Right Now?

Before you can focus, it helps to name what is competing for your attention. Take a moment with each prompt below. Write freely – don't filter.

What feels loudest in your mind right now?

The thought, worry, or situation you keep returning to – even when you don't want to.

What keeps pulling your attention away?

Notice what draws your focus off the present moment – obligations, memories, concerns.

What feels unfinished, unresolved, or urgent?

Tasks, conversations, or situations that feel like open loops in your mind.

- You don't need to solve any of these right now. You just named them. That matters.



Ground Into the Present

This is a simple sensory exercise to bring your attention back to right now. Work through each level slowly. There is no rush. Each one pulls you a little further into the present moment.

1

1 — Focus

One thing you can focus on right now, completely.

2

2 — Smell

Two things you can smell in your environment.

3

3 — Hear

Three things you can hear around you right now.

4

4 — Feel

Four things you can physically feel, your feet on the floor, your hands, your clothing.

5

5 — See

Five things you can see clearly in front of you right now.

Work from 5,4,3,2,1, starting with what you can see and ending with your single point of focus. Let each sense anchor you a little more firmly to this moment.

Narrow the Focus

Once you are grounded, it is easier to sort what actually matters right now from what can wait. Use these prompts to cut through the noise and find one clear direction forward.

What Actually Needs Your Attention First?

Not everything on your list is equally urgent. Which one item, if addressed, would reduce the most pressure right now?

Write it down. Be specific. One thing only.

What Can Wait?

Identify what is pulling at you but does not require action right now. Label it as "later" – not forgotten, just not now.

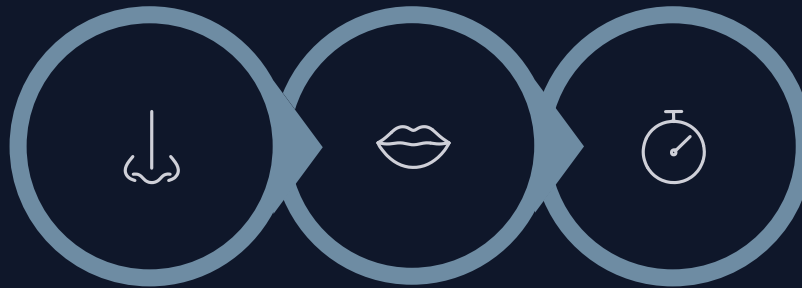
One Small Next Step

What is the smallest, most concrete action you can take toward that first priority? Keep it simple and doable.

✔ Clarity does not mean having all the answers. It means knowing what the next right move is.

Reset Your Attention

A brief breathing reset can lower your body's stress response and help clear mental noise. It does not take long – sixty seconds is enough to feel a shift.



Inhale 4s

Exhale
Longer

Repeat 60s

You do not need a quiet room or special conditions. You can do this in a patrol car, a break room, or a hallway. The breath is always available to you.

What Usually Helps You Feel More Steady or Clear-Headed?



Physical Reset

A short walk, stepping outside, stretching – movement that shifts your body out of a locked state.



Talking It Out

A trusted partner, colleague, or brief conversation that helps you process what's weighing on you.



Quiet Space

A few minutes alone, away from radio chatter and activity – just enough space to decompress.

Write in your own: *What personally helps you return to steady? Name it so you remember it next time.*

You Don't Need to Solve Everything Right Now

Slow it down. Focus on the next right thing. That is enough.

Every shift brings its own weight. Some days that weight stacks up faster than you can process it. That does not mean something is wrong with you – it means you are doing a demanding job in a demanding world. Grounding is not weakness. It is how you stay effective.

Come back to this worksheet whenever you need it. Use it before a tough shift, during a break, or after a hard call. There is no wrong time to slow down and get present.

Ground First

Use your senses. Come back to the present. Name what is competing for your attention.

Then Move

Identify one clear next step. Take it. Everything else can follow from there.

 Ground first. Then move.

