

**PERSOLOG® INTERNATIONAL
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FROM MENTAL OVERLOAD TO MENTAL STRENGTH

How to Regain Clarity,
Focus, and Energy.

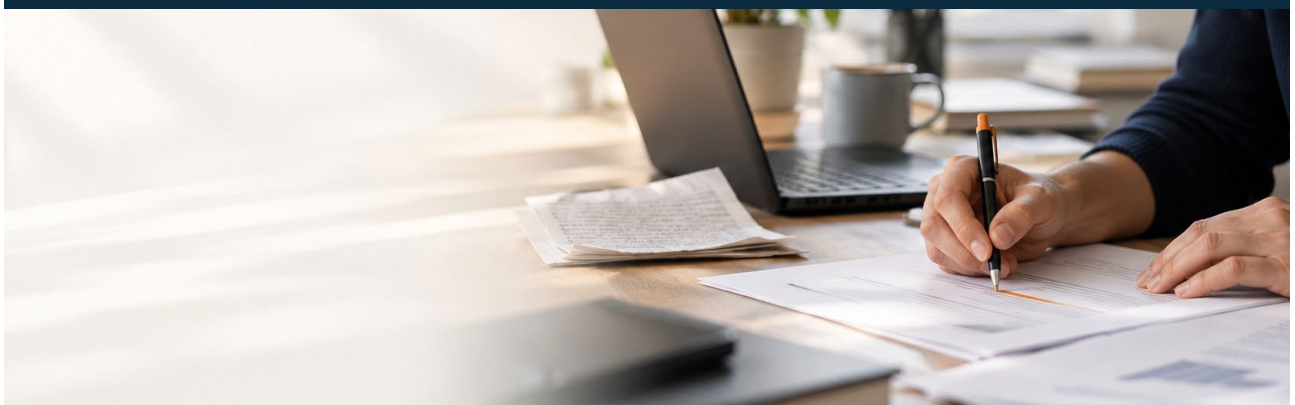
6 TOOLS

3 AREAS • 7 DAYS OF PRACTICE

FROM MENTAL OVERLOAD TO MENTAL STRENGTH

JANEZ HUDOVERNIK

Free Workbook | September 25, 2026



**You don't need to put any more pressure on yourself. You need the next practical
step.**

START HERE

Mental strength isn't unlimited capacity.

Recognize when you're overwhelmed and choose an appropriate response.

When a computer is overloaded, we don't try to motivate it. But with ourselves, we often do just that: we grit our teeth a little more, open one more task, and demand more focus from ourselves. In the workshop, we took a different approach: early recognition of overload and choosing the next response.

This guide retains the three themes of the workshop: **clarity, focus, and energy**. It breaks them down into six standalone tools. A switching exercise and a seven-day practice sheet are included. Don't try to implement everything at once.

45-minute workshop. Now, 7 days of practice.

Choose one tool, one recognizable cue, and one real-life situation. Don't measure your success by how much you've memorized, but by what you've actually used.

What do you need right now?

AREA	TOOL	WHEN TO USE IT	PAGE
CLARITY	01 Mental RAM on Paper	When you have too many things on your mind.	3
CLARITY	02 A/W/P and the Next Step	When you have a list but no clear next steps.	4
FOCUS	03 A Note for When You Return	Before you put an unfinished task on hold.	5
FOCUS	04 The If-Then Rule	When a predictable distraction is taking your attention away.	6
ENERGY	05 The 60-Second Reset	When you notice early signs of stress or fatigue.	7
ENERGY	06 Physiological Sigh	When tension suddenly rises.	8

For this exercise, you'll need a sheet of paper, a pen, and, if you like, a timer. Use the personal worksheet on page 9 for a quick review; a seven-day challenge awaits you on page 10.

Your response is important. So are your working conditions.

A quick tool can help in the moment. But chronic overload also requires a conversation about workload, priorities, and culture. More on this on page 11.

90-Second Mental RAM Unload | 90 seconds of writing

Procedure

WHAT'S ON MY MIND RIGHT NOW

3

TOOL 02 | CLARITY

From Pressure to the Next Step

A/W/P + the first visible and actionable step

You've cleared your head. Now, don't turn every item on your list into a new urgency. First, distinguish between what requires your action, what depends on someone else, and what can safely wait.

Add one label to each entry

LABEL	MEANING	WHAT THIS MEANS IN PRACTICE
A – Action	I take action.	My action is required. I choose the next feasible step.
W – Waiting	I'm waiting.	I'm waiting for someone else. For clarity, I'll note who or what I'm waiting for.
P – Park	For later.	This can safely wait. When necessary, I'll set a time to look at it again.

Then select **one item A**. Complete the sentence: "My first visible and actionable step is ..." A good step begins with an action: open, compare, send, ask, write down.

Not: "Organize the selection of suppliers."

Yes: "Open the comparison table and enter the maintenance cost for the first supplier."

My Decision-Making Checklist

ITEM	A / W / P	NEXT STEP OR NOTE

MY FIRST CLEAR AND ACHIEVABLE STEP IS

When you see the letter P, check the word "safe": parking shouldn't hide a missed deadline or agreement. And when you see the letter W, waiting doesn't mean the matter completely slips your mind.

Research Background [1]: A concrete plan can reduce mental rumination on unfinished goals. More on page 12.

TOOL 03 | FOCUS

Note for Follow-Up

Closing Note | Two Lines Before Interruption

A meeting is starting, someone needs you, or you have to switch to another task. The unfinished work will remain. Before you leave it, mark where you'll pick up again. Don't write a report. Write two useful lines.

Two questions to guide the next steps**01 I stopped at ...**

Note the exact spot or question where you're pausing your work.

02 When I return, my first step will be ...

Describe the first visible action, not the entire goal.

Leave the note where you'll pick up where you left off.

03 Next to the document, in a note, or at a spot in the file that you'll notice right away when you return.

Example from the workshop

"I stopped while comparing three supplier quotes. When I return, I'll start by comparing maintenance costs."

My note for when I return

TASK	
I'VE PAUSED AT ...	
WHEN I RETURN, MY FIRST STEP WILL BE ...	

Check the note: would it make it clear what to do first? "Follow up on the offer" is a reminder of a task. "Compare maintenance costs" is a call to action.

You don't have to complete the task.

It's enough to clearly mark where to pick up. The note doesn't resolve the interruption; it manages the transition.

Research Background [2]: A return plan can help minimize the attention spent on the interrupted task. See page 12 for more.

TOOL 04 | FOCUS

If–Then Rule

If–Then Rule | Choose Your Response Before the Distraction

“I will focus more” is the goal. The If–Then Rule specifies what you will do when a specific distraction occurs. Choose one recurring situation and link it to one feasible response.

IF _____ happens,
THEN I will _____.

Three examples from the workshop

- 01 I remember another task.**
If I remember another task while working, I’ll write it down and continue.
- 02 A notification pops up.**
If a notification appears, I’ll open it only after I finish my current block of focused work.
- 03 I need to switch tasks.**
If I need to switch tasks, I’ll write a note to return to this one before switching.

My rule

RECOGNIZABLE SIGNAL	If ...
MY EXACT RESPONSE	then I will...
WHERE CAN I SEE THE RULE?	

A good rule passes two tests: **the signal is specific enough for you to notice it**, and **the response is simple enough that you can carry it out** even under less-than-ideal conditions.

Adapt your notification rules to your role and the agreed-upon emergency channels. Protecting your attention isn’t the same as being unreachable for truly urgent matters.

One clear signal. One actionable response.

Don’t write rules for your entire life. Start with one situation that regularly disrupts your focus.

Research Background [3]: Action plans link a predicted situation to a specific action. More on page 12.

TOOL 05 | ENERGY

60-Second Reset

60-Second State Reset | Gaze. Body. Breath.

You're reading the same sentence for the third time. You're impulsively checking your messages. You're becoming restless or irritable. You're starting to avoid important tasks. These are moments for a brief pause—not just another demand that you need to try harder.

Stop what you're doing for a moment!

TIME	STEP	WHAT TO DO
0–20 s	LOOK	Look away from the screen and into the distance. If possible, look out the window. Do not open any new content.
20–40 s	BODY	Let your shoulders drop and release any unnecessary tension. Gently stretch within a range that feels comfortable to you.
40–60 s	BREATH	Breathe gently, with a slightly longer exhale. If this works for you: inhale for 4 seconds, exhale for 6 seconds.

In the last 20 seconds, these are two calm cycles.

One 4-second inhale + one 6-second exhale. The rhythm is a guide, not a test of perfection. Don't force your breathing or try to take a big breath.

After the pause, don't automatically return to everything

See what comes next. Is the next step clear enough? If not, use a cue to return or define one specific action. The pause shouldn't just become a stopover between two rounds of the same distraction.

MY EARLY WARNING SIGNAL	
MY NEXT STEP AFTER THE BREAK	

Recovery isn't a reward for a job well done.

It is part of the good work. A minute-long break, however, is no substitute for sleep, a longer rest, or a necessary change in workload.

Safety precautions: If conscious breathing causes discomfort, dizziness, or a feeling of shortness of breath, stop and breathe naturally. You can perform the gaze and shoulder relaxation exercises without changing your breathing.

Research Support [4]: Microbreaks may contribute to reduced fatigue and increased subjective energy. This is not proof that this exact 60-second combination improves performance for everyone.

TOOL 06 | ENERGY

The Physiological Sigh

The physiological sigh | When tension suddenly rises

Someone interrupts you. A message upsets you. Before giving a difficult response, you notice the tension building. Before your next move, try one gentle breathing cycle.

Two inhalations. One slow exhalation.

Breathe in through your nose.

- 01** Let the inhalation be comfortable, without trying to take in as much air as possible. Fill your lungs to about $\frac{3}{4}$ of their capacity. Then pause briefly for 1–2 seconds.

Take a second, shorter breath through your nose.

- 02** Briefly top off the first breath. Do not exhale in between. Take a short pause of 1–2 seconds.

Exhale slowly through your mouth.

- 03** Let the exhalation be longer and relaxed. Then let your breathing return to its natural rhythm.

Start with one cycle. Repeat once or twice if needed, without forcing it. Then notice if you have more space to choose your next action.

This is not the same pattern as the 4/6 rhythm.

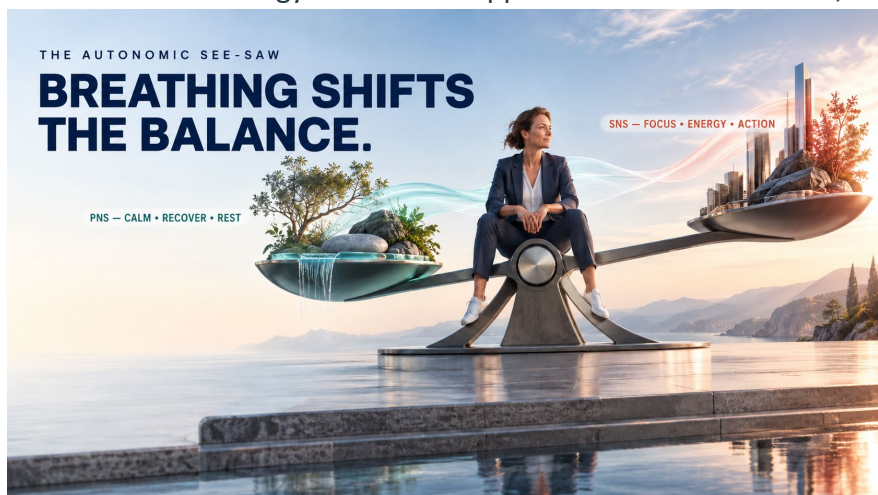
In a physiological breath, there are two consecutive inhales and one exhale. In the 60-second reset, however, you use a calm rhythm of one inhale and one exhale.

The Autonomic Swing: The Right Activation for the Right Task

In the workshop, we used Huberman's seesaw analogy: activation supports readiness for action, while calming and recovery enable restoration. Neither side is inherently good or bad. The goal is not constant calmness, but a state that suits the next task. [6]

Breathing occurs automatically, but we can also consciously influence it. Therefore, it is a useful tool for regulating our state in the moment. The seesaw is a simplified metaphor—not a literal switch between two separate modes of operation. [6]

AFTER A PAUSE, MY NEXT USEFUL MOVE WILL BE



Important: Do not hold your breath or increase the intensity. If you feel discomfort, dizziness, or shortness of breath, stop and breathe naturally. The goal is not to achieve a specific sensation. Research reference [5]: The study on cyclic sighing involved five minutes of daily practice over the course of one month. Its results cannot be equated with the guaranteed effect of a single sigh.

PERSONAL PROTOCOL

When there's no time to think about the technique

A quick overview and your guide to use

I NOTICE	CHOOSE	DO
Too much on my mind.	01 Mental RAM	I write for 90 seconds. I don't edit or revise.
A list without a clear next step.	02 A/W/P	I mark it, choose one A-item, and decide on an action.
I have to interrupt the task.	03 Note for when I return	I write down where I left off and what I'll do first.
The same interruption keeps happening.	04 If-Then	I link an agreed-upon response to a recognizable signal.
Tension or fatigue is building.	05 Reset 60	20 seconds focusing on the gaze, 20 seconds on the body, 20 seconds of gentle breathing.
Tension suddenly increases.	06 Physiological Sigh	Two nasal inhalations, slow exhalation through the mouth. No force.

For the next seven days, I'll choose one tool

MY EARLY SIGNAL	
MY CHOSEN TOOL	
WHEN I SPOT A SIGNAL, I WILL ...	
THE FIRST REAL OPPORTUNITY	

Take a photo of the card or keep it near your workspace. You don't need to memorize all six tools. You need just one that you'll remember when you see the right signal.

The tasks are still there. Your next step is clearer.

This tool isn't a promise that the pressure will disappear. It's preparation for acting differently in the midst of a real day.

7-DAY TRIAL

One tool. One cue. Real work.

Don't aim for perfection. Track your use.

For the next seven days, don't add a new technique every day. Practice the same chosen tool in response to the same type of cue. When an opportunity arises, note whether you used it and what you did differently.

THE TOOL I'M PRACTICING	
THE SIGNAL WHEN I USE IT	

DAY	SITUATION / SIGNAL	USE*	WHAT DID I DO DIFFERENTLY?
1		YES / NO / –	
2		YES / NO / –	
3		YES / NO / –	
4		YES / NO / –	
5		YES / NO / –	
6		YES / NO / –	
7		YES / NO / –	

* A dash means there was no suitable opportunity that day. This is not a failure. If you answer YES, write down the action, not just your feelings: for example, "I wrote two lines before I had to stop."

Let Someone Else Know About My Experiment

Tell your practice partner what you're testing. At the end of the week, have them ask you: "Where did you actually use the tool? What got in your way?"

MY PRACTICE PARTNER	
DATE OF BRIEF REVIEW	

Day 7 Review: What will I keep, what will I simplify, and which obstacle do I need to work through with others?

Seven days is a framework for testing the application, not a deadline by which the behavior should become automatic. Even instances of "I didn't use it" provide data for a better next attempt.

WHEN THE TOOL ISN'T ENOUGH

Your response is yours. The conditions aren't just yours.

Self-management isn't a license to be constantly overburdened.

Your planning board may still be overflowing after your break. Deadlines are still out of sync. More people still expect their task to be the first one. A better immediate response to these conditions doesn't change them on its own.

That's exactly why mental strength isn't just about the ability to handle more. It's also about having clear enough judgment to recognize what can't be fixed with a single break or a better to-do list.

MY IMPACT IN THE MOMENT	CIRCUMSTANCES WE MANAGE TOGETHER
I notice an early warning sign and choose a response.	We agree on a realistic scope of work and priorities.
Before stepping away, I leave a note for when I return.	We clarify what's urgent and through which channel.
I protect the agreed-upon block of focused work.	We coordinate the rules for interruptions and responsiveness.
I'll take a short break and check the next step.	Let's create the conditions for rest, support, and high-quality work.

A starting point for a conversation about priorities

From "there's too much of everything" to a decision

"Currently, tasks A, B, and C are pending. In the time available, I can complete A and B to a high standard. What takes priority, and what will we postpone, scale back, or delegate?"

WORK CONDITIONS I NEED TO ADDRESS

WITH WHOM AND WHEN WILL I DISCUSS THIS?

Limitations of Use

This guide is intended for everyday situations and is not a substitute for medical or psychological help. If you are experiencing severe or long-term difficulties, seek appropriate professional support. In life-threatening situations, safety, assistance, and clear boundaries take precedence over carrying out the exercise.

PROFESSIONAL SUPPORT

What These Tools Support—and What They Do Not Promise

Research notes for responsible use

The 90- and 60-second time frames are practical guidelines for practice. They are not biological rules. The studies below support individual principles; they do not validate the entire manual as a unified, clinically validated protocol.

1 Concrete Plans for Open-Ended Goals

Masicampo, E. J., and Baumeister, R. F. (2011). Consider it done! Plan making can eliminate the cognitive effects of unfulfilled goals. *Journal of Personality and Social Psychology*, 101(4), 667–683. Research has shown that a concrete plan can reduce the cognitive interference of unfulfilled goals. This supports the transition from list to action, rather than the claim that simply writing things down is always sufficient. [Open source](#)

2 A Plan for Returning to an Interrupted Task

Leroy, S., and Glomb, T. M. (2018). Tasks Interrupted ... How a “Ready-to-Resume” Plan Mitigates the Effects. **Organization Science**, 29(3), 380–397.

The return-to-task plan reduced residual attention and supported the performance of a new, intervening task. This is not evidence of a guaranteed speed of resumption of the original task.

[Open source](#)

3 Implementation Intentions: If–Then

Gollwitzer, P. M., and Sheeran, P. (2006). Implementation intentions and goal achievement: A meta-analysis of effects and processes. *Advances in Experimental Social Psychology*, 38, 69–119. The meta-analysis supports linking a specific situation to a predetermined response. The rule is a tool to help carry out the intention, not a substitute for a feasible goal. [Open source](#)

4 Microbreaks

Albulescu, P., et al. (2022). “Give me a break!” A systematic review and meta-analysis on the efficacy of micro-breaks for increasing well-being and performance. *PLOS ONE*, 17(8), e0272460. Benefits were found for subjective energy and fatigue; the overall effect on performance was not statistically significant. The specific 20 + 20 + 20-second combination was not validated in this study. [Open source](#)

5 Structured Breathing

Balban, M. Y., et al. (2023). Brief structured respiration practices enhance mood and reduce physiological arousal. *Cell Reports Medicine*, 4(1), 100895.

A randomized study compared five-minute daily practices over the course of one month. The results of cyclic sighing should not be extrapolated to suggest an effect from a single sigh. [Open source](#)

6 Explanation and Demonstration

Huberman Lab. Tools for Managing Stress & Anxiety.

A layman’s explanation of breathing and regulating arousal; useful for understanding the technique, but not a substitute for primary research. The “autonomic swing” in the workshop is an illustrative metaphor. [Open source](#)

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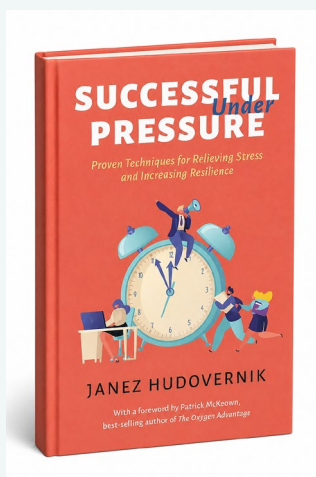
For more than thirty years, Janez Hudovernik has been helping leaders, sales teams, and organizations develop skills for working with people, dealing with pressure, and navigating change.

In his programs, he integrates leadership, sales, personal resilience, energy, and breathing. The emphasis is on practical application in real-life situations: in conversations, decision-making, taking a break, and moving forward.

Insight is the beginning. Application is the test.

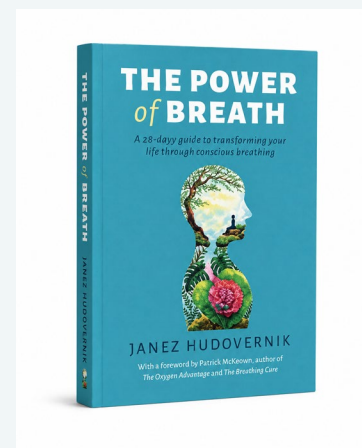
Not: “Did you like the technique?” But rather: “What did you do with it in the moment when you would otherwise have reacted the old way?”

For a broader perspective



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CONTINUE

Make the next step concrete.

For individual work or team development

Start by using one tool. For a broader perspective on personal resilience, continue with the book; for group practice and application in the workplace, use a program tailored to your real-life situations.

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**The workshop is an event.
Change begins after it ends.**

**One tool. One real moment.
Then another attempt.**



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