

A MINDTYPE DELUXE WORKBOOK

Overthinking Reset

Stop going in circles. Know what to do next.

A practical system to tell useful thinking from a loop — and get
back to one clear next move.

DELUXE EDITION

MindType — Personal growth, made executable.

FIRST EDITION

MINDTYPE PRESS

Overthinking Reset

A practical, non-clinical system for telling a closed question from an open one — and converting a thought loop into one clear next action.

Read it once, front to back. After that, keep it as a working reference: return only to the tool, exercise, or worksheet that matches the loop you are in.

Edition Deluxe Workbook, First Edition

Scope Everyday, non-clinical overthinking. Not therapy, diagnosis, or treatment.

Companion Designed to be used alongside MindType Coach's Overthinking mode.

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The Reset in One Line

Is anything concretely new? If yes, think deliberately. If no, stop treating the same material like a new problem.

THE SYSTEM

Recognize → Classify → Check for new information → Interrupt → Choose one next action → Follow through.

Use this workbook once from front to back. After that, come back only to the tool, exercise, or worksheet that matches the loop you are in.

Scope

This workbook is for everyday, non-clinical overthinking: repeated replaying, rechecking, reopening, or analysis that is no longer producing useful information. It is not therapy, diagnosis, or treatment. If the pattern is pervasive, uncontrollable, or connected to a diagnosed condition, professional support is the better tool.



SECTION A

Fast Self-Check

Are you actually in a loop right now, or are you still doing useful thinking? Six honest questions settle it.

A • Fast Self-Check

Before anything else: are you actually in a loop right now, or are you still doing useful thinking? Answer these six questions honestly.

1. Have I already answered this exact question once?
2. Has anything genuinely new happened since the last time I thought about this? (A fact. Not a feeling, not a “what if.”)
3. Am I checking the same thing again — the same message, the same email, the same memory — that I already checked?
4. Am I trying to reach a certainty I can't actually get?
5. Has thinking about this changed what I'm going to do next, or has it just gone around again?
6. Am I putting off acting until I feel completely sure?

READING YOUR ANSWERS

If you answered “yes” to question 2, you may have real new information — go to Section D. If you answered “no” to question 2 and “yes” to two or more of the others, you're in a loop. Go to Section C to identify which kind, then Section F for what to do about it.



SECTION B

What Is Actually Happening?

The plain-language mechanism behind every loop in this book — no jargon.

B • What Is Actually Happening?

Your brain treats an unresolved question like an open tab. Open tabs pull attention — useful when the question is still genuinely open.

The problem starts when the tab is actually closed — you decided, the event already happened, you already checked — but your mind keeps reopening it anyway. At that point, thinking about it isn't solving anything. It's just running the same loop again, because running it feels like doing something, even when it produces nothing new.

Two things make that loop feel necessary even though it isn't

- **It feels like responsibility.** Stopping feels like carelessness — “if I stop thinking about it, I'm not taking it seriously.” In practice, once nothing new is coming out of it, continuing isn't diligence. It's just the loop running.
- **It feels like it might produce certainty.** Some questions genuinely don't have a knowable answer in advance. No amount of additional thinking manufactures that certainty. More laps around the loop just feel like progress toward it.

The fix isn't “think less.” It's telling open from closed, on purpose, every time.

None of this makes you unusually anxious, sensitive, or flawed. It's just what happens when a closed question keeps getting treated like an open one — which is exactly what the rest of this book gives you a way to fix.



SECTION C

Identify the Loop Type

Six shapes a loop can take. Naming the shape correctly is most of the work.

C • Identify the Loop Type

Not every loop is the same shape. Naming the shape you're actually in is most of the work — it tells you which tool in Section E to use. There are six; usually one is doing most of the work, though you can be in more than one.

1 Replaying

What it looks like Something already happened — a comment, a conversation, a mistake — and you keep re-running the scene.

The tell You're not trying to decide anything. You're just watching the same moment again, usually with a slightly worse edit each time.

Example: "I said something awkward in a meeting yesterday and I keep replaying it."

2 Reopening

What it looks like You already made a decision. You keep going back to whether it was the right one.

The tell The decision is done, but "what if I chose wrong" keeps coming back with no new fact attached to it.

Example: "I already picked one of the two job offers, but I keep second-guessing it."

3 Reassurance / rechecking

What it looks like You check the same thing again — reread a message, re-verify a fact, re-ask a question you already asked — hoping this time it will finally feel settled.

The tell You already have the answer. You're checking for a feeling of certainty, not for new information.

Example: "I keep rereading my performance review from two weeks ago."

4 Analysis without action

What it looks like You keep researching, comparing, or "preparing to decide" well past the point where more research would actually change anything.

The tell Each round of analysis adds detail, not a decision. You could act on what you already know, and you're not.

Example: "I've had forty browser tabs open comparing laptops for four days."

5 Decision loop

What it looks like You're stuck between real options, cycling through the same pros and cons without landing.

The tell Nothing new is entering the comparison. You're re-running the same two columns.

Example: "I keep going back and forth between the two job offers and can't land on either."

6 Preparation loop

What it looks like You keep imagining scenarios for something that hasn't happened yet and mostly isn't in your control — instead of doing the one thing that actually is.

The tell You can name an available action you haven't taken, but you keep building scenarios instead.

Example: "My team might get restructured, and I keep running every possible outcome in my head instead of updating my résumé, which I could do today."



SECTION D

When Thinking Is Still Useful

Half of getting this right is not shutting down thinking that's actually still working.

D • When Thinking Is Still Useful

Thinking is still useful when

- New information has genuinely arrived since the last time you considered this — a fact, an event, something someone told you. Not a feeling. Not a “what if.”
- You're actively weighing a decision you haven't made yet, and each pass is narrowing the options, not just repeating them.
- You're preparing for something specific and each round of preparation changes what you'll actually do or say.

Thinking has turned into a loop when

- The same content comes back without anything new attached to it.
- You've already answered the question you're asking, more than once.
- The thinking isn't changing your next action — it's just running again.
- You're waiting to feel certain before doing something you could reasonably do now.

Has anything concretely, factually changed since the last time you thought about this? If yes, think — deliberately. If no, you're not thinking. You're looping. Go to Section E.



SECTION E

Reset Tools

Five tools, each built around a real MindType mechanism — use the one that matches your loop type.

E • Reset Tools

1 Name the Loop *works for all six types*

This is the core move: a repeated thought stops pulling as hard the moment you name it as a process instead of engaging its content again.

1. Say (out loud or in writing) exactly what you're looping on, in one sentence.
2. Ask: "How many times have I already gone through this today?" Not the content — the count.
3. Ask: "Did the last lap produce anything new?" If not, say so, plainly: "I'm not thinking about this. I'm looping on it."

That's it. You haven't solved anything yet — you've just stopped mistaking the loop for progress. That's the precondition for every other tool in this section.

2 The Reopening Check *for reopening, decision loop*

Before you reconsider a decision you already made, answer one question: **what, concretely, has changed since I decided?** Not a feeling. A fact you could say out loud to someone else and have them recognize it as new information.

1. If you can name one: reconsidering is legitimate. Do it deliberately, and set a new decision point.
2. If you can't: this is reassurance-seeking, not reconsideration. The decision stands until something real changes. Say that sentence to yourself: "The decision stands until something concrete changes."

This isn't a rule that reconsidering is always wrong — it's a rule that reconsidering needs a reason better than discomfort.

3 **The One-Pass Rule** *for reassurance/rechecking*

Give yourself exactly one more pass at the thing you keep rechecking — one reread, one recheck, one more look — with a rule set before you start: after this pass, you record what you found and you don't check again today.

1. Do the check.
2. Write down, in one line, what you found.
3. Stop. If the urge to check again shows up, the answer is already written down — reread your own note, not the original thing.

The goal isn't zero checking. It's one deliberate check instead of an open-ended series of them.

4 **The Physical Redirect** *for analysis without action, replaying*

When a loop has been named (Tool 1) and there's genuinely nothing new in it, shift attention to something physical and observable for a few minutes — not another thought, a thought about the thought, or a plan. Something you do with your hands or body.

This isn't a distraction trick for its own sake — it's a deliberate break in the pattern of “solving” a thought by thinking about it more. Five minutes is enough. It doesn't need to be dramatic: make a coffee, take a short walk, tidy one drawer.

5 **The Available-Action Filter** *for preparation loop*

When you're building scenarios about something largely outside your control:

1. List, quickly, everything you're imagining.
2. For each one, ask: “Does anything about this depend on something I can do today?”
3. Do the one thing that's actually available. Set a specific time to think about the rest later — not “whenever it comes up,” an actual time.
4. Between now and then, when it comes up outside that window, name it (“that's the restructuring thought again”) and return to what you're doing.

This doesn't stop the uncertainty. It stops the uncertainty from occupying every hour between now and when you'll actually know.



SECTION F

Decision Tree

A few seconds per branch, not a new analysis session. Use it the moment you notice you're in a loop.

F • Decision Tree

IS THERE ANYTHING CONCRETELY NEW SINCE THE LAST TIME I THOUGHT ABOUT THIS?

- **YES** → Think about it deliberately. This isn't a loop. (Section D)
- **NO** —
 - Was this decision already made? → Use the Reopening Check (Tool 2).
 - Is this the same thing I already checked? → Use the One-Pass Rule (Tool 3).
 - Is there an available action I haven't taken?
 - **YES** → Do it. (If it's future-oriented, use an if-then implementation intention — Section I.)
 - **NO** → Use the Physical Redirect (Tool 4) or Available-Action Filter (Tool 5), then set one specific time to revisit — not “later.”
 - Am I too activated right now to think clearly about any of this? → Settle first: change the situation if you can, shift your attention for a few minutes, or wait for the intensity to drop. Then return to the top of this tree. (Optional and brief — a pause before the tree, not a replacement for it.)

The last branch matters: if you're in the middle of a spike of anger, panic, or acute distress, no amount of “is this new information” logic will land yet. Settle first, briefly, then come back to the tree.

If what you're feeling is more than a brief spike — constant, escalating, or connected to thoughts of harming yourself or someone else — this book isn't the right tool. Stop and talk to someone qualified, or a crisis line in your country, right away.



SECTION G

Exercises

Seven exercises. Each is short, specific, and has a stop condition — you'll always know when you're done.

G • Exercises

1 The Loop Count

Purpose Break the illusion that a loop is “still figuring something out.”

When to use The moment you notice you're thinking about the same thing again.

Instructions Say out loud or write: “This is lap number ____ on this today.” Guess if you have to — the number itself isn't the point.

Example: “This is lap six on the thing I said in the meeting.”

Common mistake Counting silently in your head instead of naming it out loud or on paper — the loop survives much better unspoken.

Stop condition Done as soon as you've said the number.

2 What's Actually New

Purpose Separate real new information from a repeat.

When to use Before reconsidering any decision, or before rereading/rechecking anything you've already checked.

Instructions Write two lists side by side: “Facts that are new since last time” and “Feelings that showed up again.” Only the first list can justify reopening anything.

Example: New: “They emailed me a revised offer.” Not new: “I keep feeling like I picked wrong.”

Common mistake Putting a feeling in the “new facts” column because it feels urgent.

Stop condition Done once both lists are written, even if the first one is empty. An empty “new facts” list is itself the answer.

3 The One-Line Verdict

Purpose Close a reassurance/rechecking loop with a single recorded answer instead of an open-ended series of checks.

When to use Right after you check something you've already checked before.

Instructions Write one sentence: what you found, and nothing else. Next time the urge to recheck shows up, reread this sentence instead of the original thing.

Example: "Checked the email again — it says what it said last time. Nothing new."

Common mistake Rewriting the verdict every time instead of reusing the same one — that's just moving the loop one step sideways.

Stop condition Done the moment the sentence is written. You do not need to check again to "confirm" the verdict.

4 Name the Loop, Out Loud

Purpose Turn a loop from something happening to you into something you can see and step outside of.

When to use Whenever a thought returns for what feels like the fifth-plus time.

Instructions Say, in these exact words if it helps: "I'm not thinking about this right now. I'm looping on it." Then do nothing else for ten seconds — no solving, no rebuttal.

Example: Said mid-commute, mid-meeting, mid-anything — it doesn't require stopping what you're doing.

Common mistake Following the sentence immediately with "...but actually, what if—" which restarts the loop under the guise of examining it.

Stop condition Done after the ten seconds. Move to whichever tool fits (Section E).

5 The Available-Action List

Purpose Redirect a preparation loop toward the part you actually control.

When to use When you notice you're imagining outcomes for something not yet decided or not yet happened.

Instructions List every scenario you're imagining in one column. Next to each, write "in my control today" or "not in my control today." Do the one thing marked "in my control," if there is one.

Example: "Team gets restructured and I'm let go" → not in my control today. "Update my résumé" → in my control today.

Common mistake Adding new scenarios to the list instead of acting on the one item that's actually available.

Stop condition Done once the available action is either completed or scheduled for a specific time.

6 The If-Then Close

Purpose Turn "the one thing to act on" into something that actually happens, instead of staying a good intention.

When to use Right after you've identified one concrete next action.

Instructions Complete this sentence exactly: "If [specific time and place], then I will [specific action]." Say it back once without hesitating.

Example: "If it's 8am tomorrow and I'm at my desk with coffee, then I will send the follow-up email."

Common mistake Leaving the trigger vague ("sometime tomorrow," "when I get a chance") — a vague trigger is why good intentions don't turn into action.

Stop condition Done the moment you can say the full sentence without hesitating.

7 The Permission to Drop It

Purpose Close a loop that has no further action attached to it — not every loop resolves into a task.

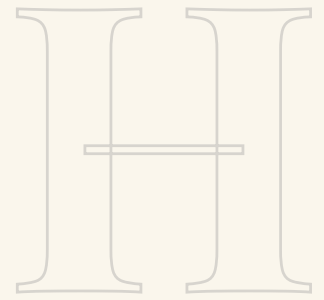
When to use After you've identified that a thought loop has no available action, no new information coming, and nothing left to check.

Instructions Say explicitly: "There's nothing to do here. I'm putting this down, on purpose, not because I'm avoiding it." Write down that you made that choice, with today's date.

Example: "Nothing to do about the restructuring rumor until it's announced. Putting it down until then — 14 March."

Common mistake Treating this as "giving up" and looking for one more thing to do just to avoid the discomfort of stopping.

Stop condition Done the moment it's written. This is the exercise most people skip — it's also usually the one that actually ends the loop.



SECTION H

Real Examples

Five realistic scenarios — before, shift, and after — showing the system in use.

H • Real Examples

WORK

The awkward meeting comment

Before *"I said something clumsy in the client meeting yesterday and I can't stop replaying it. Every time I remember it I cringe again and think about how I could've phrased it better."*

Shift Loop type: replaying (Section C.1). Self-check: nothing new has happened since the meeting — no one has said anything to you about it. Tool 1 (Name the Loop): "This is lap ten. Nothing new has come out of any of them." Then the actual discriminating question: did anyone visibly react badly in the room, or did the discomfort arrive entirely afterward, inside you?

After No one reacted visibly. There's no repair owed — this is replaying, not an unresolved issue. Exercise 3 (One-Line Verdict): "Checked my memory of the meeting again — no one reacted badly at the time. Nothing to fix." Exercise 7 closes it: written down, dated, put away. If a colleague had reacted visibly, the next action would be different — a short, specific clarifying message to that person, not more replaying.

RELATIONSHIP

The unresolved argument

Before *"I argued with a close friend last night and I keep replaying every line, wondering if I was too harsh."*

Shift Loop type: replaying, with a live question underneath it. The real discriminating question: if you stopped thinking about it right now, is there anything concretely unresolved between the two of you in practice — not just inside your own head?

After There is something concrete: you never actually apologized for the one line you regret. That's not replaying — that's an available action. Exercise 6 (If-Then Close): "If it's 9am and I'm having coffee, then I will text her: 'Been thinking about last night — I was too harsh about the schedule thing, I'm sorry.'" Sent. Loop closes because the actual open item got closed, not because the thinking stopped.

DECISION

Two job offers

Before *"I have two job offers and I've been going back and forth for three weeks. Every night I redo the pros and cons and end up in the same place."*

Shift Loop type: decision loop (Section C.5). Tool 2 (Reopening Check) doesn't apply yet — no decision has been made. What's actually missing is often not more comparison but explicit criteria: has anything been written down about what matters most — growth, stability, money, people — with a relative weight? Usually not. The loop has been re-running the same unweighted comparison, not adding anything.

After Using the GROW structure (generate options → weigh them against named criteria → pick → set a date), three criteria get written down with weights out of five: growth (5), stability (2), team (4). Scored against both offers, one is clearly ahead. Decision made, dated. If either offer changes materially after this, that's new information and reopening is legitimate (Tool 2) — until then, the decision stands.

PERSONAL GOAL

The research spiral

Before *"I've been comparing laptops for four days. Every time I think I've decided, I find one more review that makes me reconsider."*

Shift Loop type: analysis without action (Section C.4). Self-check: is more research actually narrowing anything down, or just adding detail? In this pattern, it's the second — three of the leading options have been "confirmed good enough" repeatedly without ever being chosen.

After Exercise 5 doesn't quite fit (nothing here is out of your control) — instead, a hard boundary: 20 minutes, one final comparison of the three shortlisted options, then buy one of them. The point isn't finding the best laptop in the abstract. It's noticing that the search stopped being about the laptop three days ago and started being about avoiding the small discomfort of committing to an imperfect, reversible choice.

DIFFICULT CONVERSATION

The restructuring rumor

Before *"My team might get restructured and I keep running every possible outcome — who gets moved, who gets let go, what I'll say if it's me — instead of being able to focus on anything else at work."*

Shift Loop type: preparation loop (Section C.6). Exercise 5 (Available-Action List): most of what's being imagined depends entirely on decisions other people haven't made yet. But one item is available right now: you haven't asked your manager directly what they know, and you haven't updated your résumé "just in case."

After Both available actions get done within 48 hours — a short, direct question to the manager, and an updated résumé. A specific time gets set to think about the rest ("I will think about this again after Friday's team meeting, not before"). Between now and then, when a scenario shows up uninvited, it gets named ("that's the restructuring thought again") and set aside — not suppressed, just not re-engaged outside its scheduled time.



SECTION I

Action Plan

The entire system, distilled to one page on purpose.

I • Action Plan

What to do today, once, to set this up

1. Read Sections A–D once, fully.
2. Pick the one loop that's most active for you right now and identify its type (Section C).
3. Run the Decision Tree (Section F) on it, right now, with the actual thing you're looping on.
4. Do whichever exercise the tree points you to (Section G).
5. If the outcome is an action, close it with Exercise 6 (the if-then sentence) — not a vague intention.

What to do next time a loop starts

Keep this list somewhere you'll actually see it.

1. Notice it: "I've already been through this."
2. Name it out loud (Exercise 4).
3. Ask: what's actually new? (Exercise 2.)
4. If nothing's new: pick the matching tool from Section E.
5. If there's an available action: do it, or set an if-then for it (Exercise 6).
6. If there's nothing left to do: say so and put it down, on purpose (Exercise 7).

That's the entire system. It fits on one page on purpose — a reset tool you can't remember mid-loop isn't a reset tool.



SECTION J

MindType Coach Prompts

Carry this same system into a live conversation with MindType Coach.

J • MindType Coach Prompts

If you use MindType Coach, the prompts below carry this same system into a live conversation. They're built to work with MindType's Overthinking mode and decision framing — not generic “help me stop overthinking” requests, which tend to produce generic, reassurance-heavy answers instead of a decision.

Recognizing and naming the loop

- “I keep going back to the same thought and nothing new is coming out of it — help me figure out if I'm still thinking or just looping, and if I'm looping, get me to one thing to act on.”
- “Ask me only what you need to know to tell whether this is a real open question or a loop.”
- “I want you to name it plainly if I'm repeating myself, even if I don't want to hear it.”

Reopening a decision

- “I already made this decision. Before you help me reconsider it, ask me directly what's actually changed since I decided.”
- “Challenge me if I'm rechecking something I've already settled — don't just go along with it.”
- “Help me tell the difference between genuinely new information and me just wanting to feel certain.”

Rechecking / reassurance loops

- “I keep rereading the same message/email looking for a different feeling about it.”
- “Don't tell me it's going to be fine. Ask me what I'm actually trying to find out, and whether it's knowable yet.”

Getting to one action

- “Help me turn this thought loop into exactly one concrete next action, not a plan with five steps.”
- “Of everything I'm worried about here, ask me what part is actually something I can do something about today.”
- “I don't think there's anything left to do about this. Help me check that's actually true.”

Decisions with real options

- “I'm stuck choosing between two options and I keep re-running the same comparison.”

- “Ask me only the questions needed to move forward on this decision. I don't need more comparison.”

These prompts work best in MindType's Overthinking or Decision Lab modes. The coach won't remember a pattern across separate conversations the first time you mention it — repeat the relevant context if you're returning to an ongoing loop.

A Closing Note on Limits

This system helps with a specific, common, non-clinical problem: a mind that keeps returning to something that's already closed. It will not, and does not claim to, treat anxiety, OCD, depression, or any diagnosed condition — and if what you're dealing with is pervasive, nightly, feels uncontrollable, or is already something you or a professional has named as a disorder, this book is the wrong tool.

Use it for what it's built for: telling a closed loop from an open question, and getting back to one clear next move.

COMPANION TOOLS

Worksheets

Six one-page tools. Print them, write on them, or keep this open while you work through a loop.

RULE

Do not fill out every worksheet. Use the one that matches the problem in front of you. The point is to end a loop, not create a new journaling habit.

Worksheet 1

Is This New Information?

Maps to Exercise 2, Tool 2 (Reopening Check)

Use when *Before reconsidering a decision, or before rechecking anything already checked.*

What am I about to reconsider or recheck? (one line)

Facts that are genuinely new since last time (list — leave blank if none)

Feelings that showed up again, but aren't new facts (list)

Verdict: there is something new — worth reconsidering deliberately / there is nothing new — the answer stands

If reconsidering: what specifically will I decide, and by when?

If not: one sentence confirming the original decision/answer stands, and today's date.

Worksheet 2

Reopen or Move On?

Maps to Tool 2 (Reopening Check), for already-made decisions

Use when *A decision you already made keeps coming back.*

The decision I already made (one line)

When I made it (date)

What's concretely changed since then — a fact, not a feeling (if nothing, write "nothing")

Decision: reopen deliberately, with a new decision point set for ____ / the decision stands

What I'll do right now, either way (one line)

Worksheet 3

What Is the Next Action?

Maps to Section F (Decision Tree), Exercise 5 (Available-Action List)

Use when *You're not sure whether there's anything left to actually do.*

What I'm looping on (one line)

Everything I'm imagining or considering (free list)

For each: is this in my control today? (yes/no next to each item)

The one thing that is in my control today (one line — if genuinely none, write “none”)

If none available: the specific date/time I'll revisit this (not “later”)

Worksheet 4

Loop → Decision → Action

Maps to The full Decision Tree (Section F), as a one-page walk-through

Use when *As a general-purpose worksheet for any loop, when you don't already know which tool fits.*

What I'm looping on (one line)

Is there anything concretely new? (yes/no) → if yes: stop here, think about it deliberately

Was a decision already made about this? (yes/no) → if yes: go to Worksheet 2

Is this something I already checked? (yes/no) → if yes: go to Worksheet 5 (One-Pass Review)

Is there an available action? (yes/no) → if yes: what is it, and when will I do it?

Worksheet 5

One-Pass Review

Maps to Tool 3 / Exercise 3 (One-Line Verdict)

Use when *You're about to recheck something you've already checked at least once.*

What I'm about to check again (one line)

Have I checked this before? (yes/no — if this is genuinely the first check, this exercise doesn't apply yet)

The check, done once, right now

One-line verdict (what I found — nothing more)

Rule: if the urge to check again shows up, I reread this verdict instead of the original thing.

Worksheet 6

What Am I Actually Trying to Know?

Maps to Section D (When Thinking Is Still Useful), for open-ended anxious loops

Use when *The loop feels less like "reconsidering" or "rechecking" and more like an unanswerable question that won't let go.*

The question underneath the loop, as specifically as possible (e.g., not "will it be okay," but the actual specific unknown)

Is there any way, in principle, to know this for certain right now? (yes/no)

If yes: what specifically would I need to find out, and how? (this becomes an available action)

If no: is this a question that has to stay open until events unfold, no matter how much I think about it? (yes/no)

If yes to that: one sentence giving myself permission to hold this as unresolved.

**The goal is not to never think
twice.**

**The goal is to know when another
lap is useful — and when it is only
another lap.**

KEEP THIS

New information? Reconsider.

Nothing new? Stop reopening.

Action available? Do it.

Nothing left to do? Put it down, on purpose.

MindType — Personal growth, made executable.