



Mid-Collab Reset Kit

For when you're in a collaboration that's starting to feel foggy, heavy, or out of sync.
You said yes in good faith.
You started strong.

But something's shifted—and you're not sure what to do next.

This tool helps you:

- Name what's no longer working
- Check your current capacity
- Realign with clarity and care (without blowing it all up)

5 Common Signs You Need a Mid-Collab Reset

You don't need all five to take a pause. One is enough.

1. You're doing more emotional or logistical labor than you agreed to
2. You're feeling unclear, resentful, or unseen—but not saying it
3. You've had a life or energy shift, and haven't updated your agreements
4. You're avoiding conversations you know you need to have

You feel stuck, fatigued, or solo in a supposedly shared project

Quick CollabCapacity Check-In

Ask yourself honestly—right now, do I have:

- **Emotional Capacity** - Am I emotionally available for this? Or am I drained, guarded, or brittle?
- **Energetic Capacity** - Do I have the energy to participate fully—or am I forcing it?
- **Mental Capacity** - Am I clear on what's happening and what I'm holding? Or overwhelmed and spinning?
- **Logistical Capacity** - Do I have the time, space, and tools to follow through—or has something changed?

If two or more are low: You're not broken. You're maxed. Reset is needed.

- Realign with clarity and care (without blowing it all up)



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Reset Scripts (Choose What Fits)

Use these in an email, voice note, or conversation. Keep it simple, honest, and collaborative.

General Realignment

"I want to check in on our collaboration. Some things have shifted for me, and I'd love to realign so we're not making silent assumptions."

You're Doing Too Much

"I'm noticing I've been holding more than I can sustainably carry. Can we revisit roles and capacity to re-balance what's shared?"

You're Feeling Foggy

"I'm realizing I need more clarity around what success looks like and who's owning what. Can we take 20 minutes to map that together?"

You're Avoiding Conflict

"Something feels a little off for me in this collab, and I'd love to name it before it becomes a bigger rupture. Are you open to a check-in?"

You've Had a Life or Energy Shift

"My capacity has shifted since we started this project. I'd like to reassess what's still possible—and if something needs to be paused or passed on."

What This Reset Is Not:

- It's not a failure
- It's not a breakup
- It's not about blame

It's a return to shared reality—so no one's silently spiraling, overfunctioning, or ghosting.



What to Do After the Conversation

1

Map the New Agreement

Who owns what now?
What's changed?
What's paused?
What's non-negotiable?

2

Name the Communication Rhythm

Are you meeting again?
Are you checking in weekly or async?

3

Say Out Loud:

"We're realigned."

4

Don't leave it in the air.

Acknowledge that the reset happened.

Remember:

- It's okay to change your mind
- You can't hold clarity alone in a collaboration
- You're allowed to realign as often as needed
- Resetting is leading

Reflection Prompts:

You've just done some reset work—before you jump back in, here's a moment to reflect and re-ground.

(Use these for journaling, a voice note, or a walk-and-think moment.)

- What part of this collaboration is starting to feel heavy, confusing, or unclear?
- Have I shared my current capacity—or have I been assuming others can sense it?
- What am I still trying to carry alone, and why?
- If I felt safe to reset one piece of this collaboration, what would I say first?
- What would "clarity" sound like in this moment?

No need to answer them all. Let the one that stirs something guide you forward.

Need help mapping a real reset or conversation?

Explore CollabClarity Coaching Sessions www.thecollabcode.com