

Weekly Reset Checklist

A simple weekly review to clear the deck and plan with intention.

- Review calendar and upcoming commitments
- Clear inboxes (email, messages, notes)
- Close open loops and capture loose tasks
- Update your task list with next actions
- Review goals or priorities for the month
- Pick your top 3 priorities for next week
- Block focus time for the most important work
- Plan meals or key routines that support energy
- Check finances or bills due this week
- Tidy workspace and prep materials
- Choose one habit to reinforce daily
- Schedule rest or recovery time
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Wins this week:

One thing to improve:

Next week focus: