

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

Wins this week:

One thing to improve:

Next week focus: