



A SHORT WEEKLY RESET

Give next week a place to start.

Use it with your planner, a notebook, or this page.

01 Collect the loose ends.

List the tasks you're carrying. Include replies, errands and ideas.

02 Choose the next action.

Name one action you can begin in each active plan.

03 Check the dates.

Review what is due, what can wait and the work already booked.

04 Pick a starting point.

Choose a task to begin your week. Keep the rest easy to find.
