WEEKLY RESET

Sunday Reset Checklist

Practical preparation for the week ahead.

Week of: _____

Use on Sunday or your preferred reset day. Check off completed tasks; cross out anything that does not apply.

Reset your space

- ☐ Put away items left on your desk or main work surface.
- ☐ Wash dishes or load the dishwasher; wipe kitchen counters.
- ☐ Take out trash and recycling that are ready to go.
- ☐ Check that you have clean clothes for the start of the week.

Sort meals and groceries

- ☐ Check the fridge for food that needs using first.
- ☐ Choose meals for your busiest days.
- ☐ Add missing ingredients and household essentials to your shopping list.
- ☐ Prepare tomorrow's lunch or decide what you will eat.

Check the week ahead

- ☐ Review appointments, deadlines and other commitments for the next seven days.
- ☐ Add reminders for anything requiring preparation or travel.
- ☐ Review unfinished tasks; schedule, delegate or remove each one.
- ☐ Choose three priorities and reserve time for them.

Check money and messages

- ☐ Review bills and automatic payments due this week.
- ☐ Check recent transactions for unexpected charges.
- ☐ Check messages for appointments, requests or replies needing action.

Prepare your first morning

- ☐ Set out your clothes and pack your bag.
- ☐ Charge the devices you will need.
- ☐ Put keys, wallet and anything you must take by the door.
- ☐ Write down the first task you will start.

Make room for yourself

- ☐ Put one enjoyable activity or period of rest on your calendar.
- ☐ Set a bedtime reminder for tonight.

My three priorities

1. _____
2. _____
3. _____

My first task tomorrow:

_____

_____