

## Reset your week

A short Sunday checklist. Fifteen minutes to clear the decks for Monday.

- Tidy the desk. Empty the bag.
- Write one list of everything due this week.
- Pick your top three. The ones that matter most.
- Plan when the big tasks actually happen.
- Pack tomorrow. An early night.

Do not aim for a perfect week. Aim for a clear start.

secondary.digited.net · free to use, print, and keep

✂ CUT HERE ✂

## The two-minute daily reset

Smaller, every evening. It keeps Monday's job from ever getting big.

- Look at tomorrow. What is the first thing?
- Pack the bag tonight, not in the morning.
- Clear the desk for two minutes.
- Screen down early. Sleep is part of the plan.

**Little and often** beats one big tidy you keep putting off.

secondary.digited.net · free to use, print, and keep