

The weekly reset

A ten-minute review you can use every week.

Notice, adjust, begin again

Write the evidence before judging the week. Progress can include finishing work, learning what does not fit, asking for help, or keeping a promise to yourself.

Three things that moved forward

One thing I learned about my time or energy



Make next week easier

Choose one priority and a realistic next action. Keep one thing that helped. Change one thing that created friction. Plan a smaller version for a difficult day.

My one priority, next action, and time window

What I will keep, change, and ask for help with
