

Weekly Reset Planner

Fifteen minutes on a Friday afternoon saves a scattered Monday morning. Work down the list in order and stop when the time is up.

- What actually moved this week? Write it down — you will forget by review season.
- What did not move, and does it still matter?
- What drained the most energy for the least return?
- What are the three things that must happen next week?
- What is the first one, and when exactly will you start it?
- What can you tell someone you are not doing?