

# WEEKLY RESET CHECKLIST

---

## Reflect on the Past Week

- Review your to-do list:** Check off completed tasks, note what's still pending.
  - Reflect on your goals:** Assess last week's goals.
  - Track your time:** Analyze how you spent your time, use a habit tracker for adjustments.
- 

## Plan for the Upcoming Week

- Set your weekly goal:** Define clear, realistic goals aligned with long-term objectives.
  - Create a to-do list:** Detail tasks for the week, break down larger tasks into manageable steps.
  - Schedule your tasks:** Allocate specific days for tasks, block out time for work, shopping, meal planning, and leisure.
  - Daily reset routine:** Review daily accomplishments, adjust plans for the next day.
  - Prepare for the week's events:** Check your calendar, gather necessary materials or information.
  - Schedule your tasks:** Allocate specific days for tasks, block out time for work, shopping, meal plan include leisure and self-care.
- 

## Home Cleaning and Organization

- Quick tidy-up:** Spend 10-15 minutes putting away items in common areas, clear countertops and tables.
  - Basic cleaning tasks:** Vacuum/sweep floors, wipe surfaces, clean bathroom sink and toilet.
  - Organize one area at a time:** Choose a small area to declutter, spend 15-20 minutes sorting items.
  - Laundry and linens:** Do a quick load of laundry, change bed linens and bath towels.
  - Water plants:** Check and water all your plants as needed.
  - Empty bins:** Empty all trash bins in your home.
- 

## Self-Care and Personal Development

- Practice self-care:** Incorporate routines like skincare, relaxing baths, and a good sleep schedule.
  - Digital detox:** Allocate specific times to unplug from social media and digital devices.
- 

## Meal Planning and Finances

- Plan your meals:** Decide on meals for the week, including breakfast, lunch, and dinner. Based on your meal plan, organize your grocery list by sections
- Track your spending:** Review past week's spending, compare to your budget, and adjust as needed. Ensure all bills are paid and schedule upcoming payments to avoid late fees.