

WEEKLY RESET CHECKLIST

- Organize email inbox
 - Categorize emails
 - Action important emails
 - Clear "Trash"
- Sort through paper inbox
 - Send responses
 - File, trash, or archive unneeded documents
- Clear out master to-do list
 - Review any projects: What are you stuck on? What can you break down into smaller steps?
 - Brain dump and categorize any new to-do list items
- Set up Monday to-do list
- Review notes from this week's meetings for any outstanding action items
- Clean and organize desk
- Review and update calendar for the week ahead
- Review weekly priorities
- _____
- _____
- _____
- _____
- _____

What went well this week?

What progress have you made on your top priorities?

What do you want to improve for next week?

What are your three priorities for next week?