WEEKLY RESET

Name:

Date:

Twenty minutes, once a week, to get everything out of your head and onto paper. Many families like Sunday evening.

1 Look back

What went well last week?

What slipped through the cracks?

2 Brain dump

Everything on your mind: tasks, worries, ideas.

3 Life-admin check

Tick anything that needs a slot this week.

- ☐ Bills and payments
- ☐ Appointments to book
- ☐ Groceries and a simple meal plan
- ☐ School emails and calendar
- ☐ Forms and permission slips
- ☐ Renewals: visa, ID, insurance
- ☐ Birthdays and gifts
- ☐ Something just for me

4 My top three this week

1 **When?**

2 **When?**

3 **When?**

5 Week at a glance

Mon	Tue	Wed	Thu	Fri	Sat	Sun

Hand over or let go

One thing I can share, delegate or drop:

Just for me

One thing that refills my tank this week:

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