Sunday reset checklist

A 30-minute weekly reset: clear your head, check every deadline source, pick three priorities and get the basics (food, laundry, sleep) ready.

NAME

DATE

RESET

- [ ] Brain dump: write every task and worry on this page
- [ ] Check the course portal, email and syllabus for this week's due dates
- [ ] Check work shifts and appointments
- [ ] Pick 3 priorities for the week
- [ ] Pick one thing to drop or move
- [ ] Put study blocks in my calendar around classes and work
- [ ] Plan meals and buy groceries
- [ ] Do laundry
- [ ] Clear my desk and bag
- [ ] Charge devices; back up files
- [ ] Set a bedtime for the week

BRAIN DUMP

THIS WEEK

PRIORITY 1

PRIORITY 2

PRIORITY 3

DROPPING OR MOVING