Weekly reset planner (review, plan, tidy, prep)

A one-page weekly reset: look back at last week, set the few things that matter for the next one, and get your space, food and bag ready.

NAME

DATE

LOOK BACK

What went well last week?

What slipped, and why?

One thing I'll do differently

PLAN THE WEEK

TOP 3 FOR THIS WEEK

DEADLINES AND TESTS THIS WEEK

SHIFTS, APPOINTMENTS AND PLANS

ONE THING JUST FOR ME

WEEK AT A GLANCE

Day	Classes and deadlines	Study block	Work, plans, other
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Sun			

RESET

- [ ] Calendar checked for the next 7 days
- [ ] Assignment tracker updated
- [ ] Laundry done
- [ ] Groceries bought or meals planned
- [ ] Desk and bag cleared
- [ ] Bills and account balances checked
- [ ] Phone charged; alarms set

Keep it to twenty minutes. Do it the same day each week.