PLANNING

Create a reset window

Reserve a short, repeatable appointment before the new week begins.

WEEKLY RESET: PLAN WITH LESS FRICTION

MAKE THE REVIEW EASY TO START

Choose a consistent 30- to 45-minute window, a location, and the few tools you need. A small ritual lowers the effort of deciding when and how to plan.

- [ ] Put the reset on your calendar as a protected appointment
- [ ] Gather your calendar, task list, notes, and inboxes
- [ ] Set a timer and silence nonessential notifications
- [ ] Decide what ·done for today· will look like

EXAMPLE

Example: Sunday at 5:30 p.m.: tea, calendar, task app, and a 35-minute timer; stop after choosing Monday·s first task.

PUT IT INTO PRACTICE

What day and time can I repeat most weeks?

What would make starting this review feel lighter?

Use this as a flexible planning practice, not a measure of productivity. Adjust it for your energy, caregiving, health, and work realities.

PLANNING

Empty the open loops

Collect commitments before trying to organize or solve them.

WEEKLY RESET: PLAN WITH LESS FRICTION

CAPTURE WITHOUT JUDGING

Move reminders from your head, paper scraps, messages, and tabs into one temporary list. Write short, concrete fragments; sorting comes after collection.

- [ ] Scan recent messages for promises or requests
- [ ] List unfinished tasks and decisions you are avoiding
- [ ] Add personal errands, appointments, and follow-ups
- [ ] Mark items that belong to someone else or can be deleted

EXAMPLE

Example: ·Ask landlord about repair,· ·return library book,· ·choose project topic,· and ·close three unused browser tabs.·

PUT IT INTO PRACTICE

Which open loop is taking up the most mental space?

What have I been relying on memory to remember?

PLANNING

Review what happened

Use the past week as information, not a report card.

WEEKLY RESET: PLAN WITH LESS FRICTION

NOTICE PATTERNS BEFORE PLANNING

Compare what you intended with what actually happened. Identify constraints, completed work, and useful conditions so next week·s plan reflects reality.

- [ ] Check completed tasks, calendar events, and notes
- [ ] Name one result or effort worth acknowledging
- [ ] Record delays caused by time, dependencies, or energy
- [ ] Circle one pattern you want to account for next week

EXAMPLE

Example: ·Writing blocks worked Tuesday morning; Thursday tasks slipped because the meeting ran late.·

PUT IT INTO PRACTICE

What helped me follow through last week?

Which obstacle should I plan around rather than blame myself for?

PLANNING

Sort and clarify

Turn a long capture list into decisions and visible next actions.

WEEKLY RESET: PLAN WITH LESS FRICTION

GIVE EVERY ITEM A HOME

For each captured item, decide whether it is actionable, reference material, someday/maybe, delegated, or no longer needed. If it is actionable, write the next physical action.

- [ ] Delete commitments that no longer matter
- [ ] File reference information where you can find it
- [ ] Add delegated items with a follow-up date
- [ ] Rewrite vague tasks as verbs plus an object

EXAMPLE

Example: Replace ·budget· with ·open bank statement and list April expenses for 15 minutes.·

PUT IT INTO PRACTICE

What is the next visible action for my most vague task?

Which item can I consciously release?

PLANNING

Choose the week?s priorities

Limit the plan so important work has room to happen.

WEEKLY RESET: PLAN WITH LESS FRICTION

SELECT A REALISTIC FOCUS

Choose one to three outcomes that would make the week feel meaningfully supported. Consider deadlines, consequences, values, and available capacity before adding optional goals.

- [ ] List fixed deadlines and essential care tasks first
- [ ] Choose a small number of important outcomes
- [ ] Name the first milestone for each outcome
- [ ] Keep a separate parking lot for good but nonurgent ideas

EXAMPLE

Example: Priority: submit application. Milestone: draft answers Wednesday; ask a friend to review Friday.

PUT IT INTO PRACTICE

If only three things moved forward, which would matter most?

What can wait without creating a real problem?

PLANNING

Place work on the calendar

Match tasks to actual time, energy, and preparation needs.

WEEKLY RESET: PLAN WITH LESS FRICTION

BUILD A CAPACITY-AWARE WEEK

Add fixed commitments first, then reserve modest blocks for priority actions. Leave margin for transitions, surprises, and recovery rather than scheduling every hour.

- [ ] Block the first action for each priority
- [ ] Match demanding work to your stronger hours
- [ ] Add travel, setup, and follow-up time
- [ ] Leave at least one catch-up block unassigned

EXAMPLE

Example: Tuesday 9:00–9:45 draft application; Wednesday 4:30–4:45 send review request; Friday noon catch up.

PUT IT INTO PRACTICE

When do I have the right conditions for this task?

Where does this plan need more margin?

PLANNING

Close the reset and launch Monday

End with a clear starting point instead of an endlessly polished plan.

WEEKLY RESET: PLAN WITH LESS FRICTION

CREATE A GENTLE HANDOFF

Review the calendar once, prepare the first task·s materials, and write one short launch note. Your future self should be able to begin without rereading the whole plan.

- [ ] Confirm appointments, deadlines, and any reminders
- [ ] Prepare the file, link, supplies, or clothes for the first task
- [ ] Write Monday·s first action in one sentence
- [ ] Choose the next reset date before closing

EXAMPLE

Example: ·Monday: open the application draft at 9:00 and answer question one before checking email.·

PUT IT INTO PRACTICE

What can I prepare now to reduce Monday friction?

What is one kind adjustment I will make if the week changes?