

■ 20 minutes

■ CHECK YOUR CALENDAR

- ☐ Open your calendar app or planner
- ☐ Review all appointments this week
- ☐ Add any new events or commitments
- ☐ Note any conflicts & reschedule early
- ☐ Block focus time for big tasks
- ☐ Check kids' schedules / school events
- ☐ Confirm any plans with others

■ PAPERWORK & LOOSE ENDS

- ☐ Sort any mail that came in this week
- ☐ File or shred papers from the pile
- ☐ Respond to any lingering messages
- ☐ Clear out email inbox or flag priority
- ☐ Sign & return any forms or permission slips
- ☐ Add receipts to expense tracker
- ☐ Check for upcoming deadlines or renewals

REVIEW FINANCES

- ☐ Check checking & savings balances
- ☐ Scan recent transactions for errors
- ☐ Log or categorize this week's spending
- ☐ Pay any bills due this week
- ☐ Transfer to savings if budget allows
- ☐ Review budget tracker or spreadsheet
- ☐ Note any big expenses coming up

■ RESET THE HOUSE

- ☐ Do a quick 5-min tidy of main rooms
- ☐ Clear the kitchen counters & sink
- ☐ Start or swap a load of laundry
- ☐ Empty trash cans if full
- ☐ Reset entryway, table, or drop zone
- ☐ Set out anything needed for Monday
- ☐ Prep tomorrow's outfit or bag

■ SET WEEKLY PRIORITIES

- ☐ Write your top 3 goals for the week
- ☐ Identify your #1 must-do for Monday
- ☐ List any errands or time-sensitive tasks
- ☐ Set one personal goal (not just work)
- ☐ Choose one thing to let go of this week
- ☐ Write a quick intention or affirmation

⇒ ■ QUICK NOTES