Sunday reset checklist

LOOK BACK, RESET THE HOME, SET UP THE WEEK

WEEK OF

STARTED AT

DONE BY

Look back

ABOUT 15 MIN

- [ ] Last week's page open: every open task moved, dated or crossed out
- [ ] Bag, pockets and wallet emptied; receipts and letters in one pile
- [ ] The pile sorted: pay it, file it, bin it, or give it a day this week
- [ ] Went well last week:
- [ ] Do differently this week:

Reset the home

ABOUT 60 MIN

- [ ] One lap of every room with a basket: things back where they live
- [ ] Laundry washed, dried, folded and put away, not left in the basket
- [ ] Bedding changed, if this is its week
- [ ] Fridge: anything past its date out, shelves wiped
- [ ] Counters clear and wiped, sink empty, dishwasher emptied
- [ ] Bathroom: sink, mirror and toilet wiped; clean towels out
- [ ] Floors vacuumed where the week walks
- [ ] Bins and recycling ready for collection day
- [ ] Entry: shoes, coats, keys and bags where Monday can find them

Set up the week

ABOUT 30 MIN

- [ ] Calendar read day by day: appointments, deadlines, who is where
- [ ] The three that matter this week
  - 01
  - 02
  - 03
- [ ] Dinners named for at least Monday to Wednesday
- [ ] Grocery list written, or the order placed
- [ ] Bills due this week checked against the account
- [ ] Monday's clothes out, bags packed, devices charging
- [ ] One thing booked in for you:

Short Sunday, full week

WHEN THERE IS NO HOUR TO GIVE IT

The 20-minute reset

ABOUT 20 MIN

Five things that make Monday easier even when the house stays as it is. Do these first on any Sunday; the rest of page one can wait a week.

- [ ] Calendar read for the week
- [ ] The three that matter written down
- [ ] Counters clear and the sink empty
- [ ] Dinners named for Monday and Tuesday
- [ ] Monday's clothes and bag ready by the door

Your own reset

WRITE YOUR OWN

The jobs only your home has: the plant that needs water, the school form, the car. Write them once and tick them every Sunday.

- [ ] .....
- [ ] .....
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Next Sunday, start with

CARRY OVER

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