

Your weekly reset.

Take ten minutes. Gather the loose ends, choose what matters, and leave room for real life.

Week of

One thing that went well

What needs to be finished?

What needs to move to another week?

What can I let go of?

One thing that would make this week easier

My first small action

Three priorities.

Choose outcomes you can realistically complete. Give the first action a place in your calendar.

Priority 1 and first action

Priority 2 and first action

Priority 3 and first action

Day / date	Appointment / commitment	Preparation

Catch the loose ends.

If it needs action, name the next step. If it does not, let it leave the list.

Reminder	Next action	When / who

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