CHECKLIST · PRACTICAL RESOURCE

Workday Reset Checklist

A practical one-page checklist for restarting when work feels scattered or an organisational system has stopped helping.

01 Make the work visible

Use this short reset when everything feels equally urgent. The aim is not to reorganise your whole life; it is to make the next useful action easier to see.

- [ ] Write down everything currently competing for your attention.
- [ ] Circle the three items that genuinely matter today.
- [ ] Choose one next action small enough to begin in five minutes.

02 Reduce the friction

- [ ] Put the file, tool or information you need in front of you.
- [ ] Remove one unnecessary step between you and starting.
- [ ] Set a short timer or create a clear mini-deadline.

03 Reset without starting over

i A system stopping working is useful information, not a personal failure. Keep what still helps, discard what does not, and restart with the smallest workable version.

i Helpful note

Name