

The Weekly Reset Planner

A one-page system for turning competing deadlines and responsibilities into a realistic week.

1. See the whole week

Fixed commitments: classes, work, practice, travel, appointments

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Deadlines and important dates

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2. Choose the three outcomes that matter most

1.

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2.

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3.

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3. Make the work smaller

Task	Next visible action	When

4. Protect breathing room

What can move if the week changes?

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One thing I will do to reset next week

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