The weekly reset checklist

Fifteen to twenty minutes, once a week. Print one and tick as you go.

Kitchen

- [ ] Wipe the fridge shelves
- [ ] Toss old food
- [ ] Clear the counters
- [ ] Check the pantry list

Living areas

- [ ] Return stray items
- [ ] Fluff cushions
- [ ] Clear the table
- [ ] Vacuum or sweep

Bedrooms and bath

- [ ] Change the bedding
- [ ] Wash towels
- [ ] Wipe the sink and mirror
- [ ] Clear the nightstand

Papers and digital

- [ ] Sort the paper inbox
- [ ] Empty the downloads
- [ ] Clear email to three folders
- [ ] Charge devices

Entry and laundry

- [ ] Shake the mat
- [ ] Shoes in the spot
- [ ] Empty the lint trap
- [ ] Fold the clean laundry

Plan

- [ ] Write the week's dinners
- [ ] Check the calendar
- [ ] Choose three priorities
- [ ] Take out trash and recycling

A calm rule

If you run out of time, stop at the timer. Unfinished is fine. Write what is left on next week's sheet.

Notes