

THE

Seven-Day *Productivity* Reset



A quiet system to clear the noise, choose what matters, and begin a calmer week in ten minutes a day.

INSIDE / NINE PRINTABLE + FILLABLE PAGES

01 Brain dump

02 Priority filter

03 Weekly plan

04 Daily focus

05 Habit reset

06 Sunday review

A calmer system starts with fewer decisions

This reset is not about fitting more into your day. It is about giving your attention a clear place to go.



HOW TO USE THIS RESET

- 01** Spend 10 minutes on one page each day.
- 02** Choose fewer priorities than you think you can handle.
- 03** Review what helped instead of judging what is unfinished.

MY INTENTION FOR THIS WEEK

What would make this week feel calmer and more meaningful?

Clear your head

Write down every task, worry, reminder, idea, and unfinished decision currently taking up mental space.



WORK

PERSONAL

WAITING FOR

SOMEDAY / MAYBE

LOOSE NOTES

Choose what matters

Sort the brain dump. Nothing is lost, but not everything is allowed to compete for this week's attention.



MUST MOVE THIS WEEK

IMPORTANT, NOT URGENT

WAIT, DELEGATE, DELETE

MY THREE OUTCOMES

If only three things moved forward, which three would make the biggest difference?

Build your clear week

Plan outcomes first, then protect a few realistic blocks around the commitments that cannot move.



TOP 3 WEEKLY OUTCOMES

FIXED COMMITMENTS

FOCUS BLOCKS

ADMIN BLOCK

PERSONAL RESET

NOT THIS WEEK

Plan one focused day

Give today one essential result. Add only what can realistically support it.



TODAY'S ESSENTIAL OUTCOME

TWO SUPPORTING TASKS

DISTRACTION PARKING LOT

TIME BLOCKS

MORNING

MIDDAY

AFTERNOON

EVENING

DONE LIST

Make one habit easier

Consistency improves when the habit is obvious, small, and attached to something you already do.



THE HABIT

WHY IT MATTERS

MAKE IT SMALLER

ATTACH IT AFTER

After I _____, I will _____.

SEVEN-DAY CHECK-IN

MON

☐

TUE

☐

WED

☐

THU

☐

FRI

☐

SAT

☐

SUN

☐

WHAT MADE IT EASIER?

Catch up without panic

Review unfinished work without turning it into a verdict about yourself.



STILL MATTERS

RESCHEDULE

DELEGATE

DELETE

ONE SMALL ACTION I CAN FINISH NOW

Sunday reset

Close the week, notice what worked, and prepare a calmer first step for Monday.



- ☐ Clear inboxes and loose notes.
- ☐ Review unfinished tasks.
- ☐ Check next week's calendar.
- ☐ Choose three weekly outcomes.
- ☐ Schedule focus blocks.
- ☐ Prepare Monday's first task.

WHAT CREATED PROGRESS?

WHAT CREATED PRESSURE?

WHAT WILL I CHANGE?

KEEP THE RESET GOING

Use this reset again next Sunday to keep your progress visible.