A calmer weekly reset

Sample worksheet. Plan the fixed parts of your week and leave room to adjust.

1. Fixed commitments

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

2. Three priorities

First _____

Second _____

Third _____

3. One thing to make easier

What could I prepare, delegate, or move? _____

4. Leave a buffer

Which part of the week can stay flexible? _____

Next step: choose one small action for tomorrow.