Weekly TO-DO LIST

THREE MUST-DOS FIRST, THEN EVERYTHING ELSE

THE THREE MUST-DOS

Circle a day for each. A hard week? Pick one.

1 _____ M T W T F S S ○

2 _____ M T W T F S S ○

3 _____ M T W T F S S ○

CALLS AND MESSAGES

book, confirm, call back, reply

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

ERRANDS

drop off, pick up, return, buy

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

AT HOME

fix, swap, sort, set up

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

ONLINE AND PAPERWORK

pay, sign, order, renew

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

WAITING ON

who, what and since when

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

FOR NEXT WEEK

not done? It moves here, not to tomorrow

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

◆ HOW TO USE

At your Weekly Reset, write the three things that must happen this week and circle a day for each. Everything else goes in a box below, by kind, for when there is time.

Three things first. The rest can wait.

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Restart

WHEN THE WEEK FALLS APART

FOUR RULES FOR COMING BACK, NOTHING TO CATCH UP

1 SKIP THE MISSED WEEK

Leave its empty days blank, and do not try to fit last week's tasks into this one. Nothing is dated, so a missed week is skipped, not failed: planner pages printed for it fit any later week.



2 RESTART WITH ONE 10-MINUTE BLOCK

NOT A FULL RESET

On the day you come back, set the timer and do the four steps of the 10-Minute Method. The next Weekly Reset happens on its usual day.



3 IF TWO RESETS ARE MISSED IN A ROW, SHRINK THE MUST-DOS FROM THREE TO ONE FOR A WEEK

Pick the one thing that has to happen and put it on the planner. The week after, go back to three.



4 THE ZONE ROTATION PICKS UP WHERE IT STOPPED

It does not jump ahead to catch up. If Bedrooms was due when the week fell apart, Bedrooms is due now. No zone gets skipped, and none gets done twice.



◆ EXAMPLE

Your Reset day is Wednesday, and last week went by with the planner shut. On Monday, leave last week's days blank and do one 10-minute block. Wednesday's Reset runs as usual. Bedrooms was due when things went wrong, so Bedrooms is still the zone.

WHILE THE PLANNER IS SHUT



- No catch-up list and no make-up day.
- The zone list, the pantry list and the admin page keep their place while the planner is shut, and the next Reset reads them as usual.

A ROW FOR EACH COMEBACK



NEXT WEEKLY RESET	ZONE DUE NOW	MUST-DOS AT THE NEXT RESET

There is nothing to catch up on.

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There is nothing to catch up on.

Restart

WHEN THE WEEK FALLS APART

Four rules for coming back, nothing to catch up

1 

Skip the missed week

→ Leave its empty days blank, and do not try to fit last week's tasks into this one.

2 

Restart with one 10-minute block NOT A FULL RESET

→ On the day you come back, set the timer and do the four steps of the 10-Minute Method. The next Weekly Reset happens on its usual day.

3 

If two Resets are missed in a row, shrink the must-dos from three to one for a week

→ Pick the one thing that has to happen and put it on the planner.

4 

The zone rotation picks up where it stopped

→ It does not jump ahead to catch up. If Bedrooms was due when the week fell apart, Bedrooms is due now. No zone gets skipped, and none gets done twice.

EXAMPLE

Your Reset day is Wednesday, and last week went by with the planner shut. On Monday, leave last week's days blank and do one 10-minute block. Wednesday's Reset runs as usual. Bedrooms was due when things went wrong, so Bedrooms is still the zone.

WHILE THE PLANNER IS SHUT

- No catch-up list and no make-up day.
- The zone list, the pantry list and the admin page keep their place while the planner is shut, and the next Reset reads them as usual.

A ROW FOR EACH COMEBACK

NEXT WEEKLY RESET	ZONE DUE NOW	MUST-DOS AT THE NEXT RESET

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Weekly TO-DO LIST

A Box for Every Loose End

THE THREE MUST-DOS

Circle a day for each. A hard week? Pick one.

1 _____ M T W T F S S ◯

2 _____ M T W T F S S ◯

3 _____ M T W T F S S ◯

CALLS AND MESSAGES

book, confirm, call back, reply

- ☐
- ☐
- ☐
- ☐
- ☐

ERRANDS

drop off, pick up, return, buy

- ☐
- ☐
- ☐
- ☐
- ☐

AT HOME

fix, swap, sort, set up

- ☐
- ☐
- ☐
- ☐
- ☐

ONLINE AND PAPERWORK

pay, sign, order, renew

- ☐
- ☐
- ☐
- ☐
- ☐

WAITING ON

who, what and since when

- ☐
- ☐
- ☐
- ☐
- ☐

FOR NEXT WEEK

not done? It moves here, not to tomorrow

- ☐
- ☐
- ☐
- ☐
- ☐

◆ HOW TO USE

At your Weekly Reset, write the three things that must happen this week and circle a day for each. Everything else goes in a box below, by kind, for when there is time.

Three things first.
The rest can wait.

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Weekly To-Do List

For Hard Weeks

THE THREE MUST-DOS

Circle a day for each. A hard week? Pick one.

1 _____ M T W T F S S ○

2 _____ M T W T F S S ○

3 _____ M T W T F S S ○

CALLS AND MESSAGES

book, confirm, call back, reply

- ○
- ○
- ○
- ○
- ○

ERRANDS

drop off, pick up, return, buy

- ○
- ○
- ○
- ○
- ○

AT HOME

fix, swap, sort, set up

- ○
- ○
- ○
- ○
- ○

ONLINE AND PAPERWORK

pay, sign, order, renew

- ○
- ○
- ○
- ○
- ○

WAITING ON

who, what and since when

- ○
- ○
- ○
- ○
- ○

FOR NEXT WEEK

not done? It moves here, not to tomorrow

- ○
- ○
- ○
- ○
- ○

HOW TO USE

At your Weekly Reset, write the three things that must happen this week and circle a day for each. Everything else goes in a box below, by kind, for when there is time.

Three things first. The rest can wait.

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FOUR RULES FOR COMING BACK, NOTHING TO CATCH UP

Restart When the Week Falls Apart

1 SKIP THE MISSED WEEK

Leave its empty days blank, and do not try to fit last week's tasks into this one. Nothing is dated, so a missed week is skipped, not failed: planner pages printed for it fit any later week.

2 RESTART WITH ONE 10-MINUTE BLOCK NOT A FULL RESET

On the day you come back, set the timer and do the four steps of the 10-Minute Method. The next Weekly Reset happens on its usual day.

3 IF TWO RESETS ARE MISSED IN A ROW, SHRINK THE MUST-DOS FROM THREE TO ONE FOR A WEEK

Pick the one thing that has to happen and put it on the planner. The week after, go back to three.

4 THE ZONE ROTATION PICKS UP WHERE IT STOPPED

It does not jump ahead to catch up. If Bedrooms was due when the week fell apart, Bedrooms is due now. No zone gets skipped, and none gets done twice.

◆ EXAMPLE

Your Reset day is Wednesday, and last week went by with the planner shut. On Monday, leave last week's days blank and do one 10-minute block. Wednesday's Reset runs as usual. Bedrooms was due when things went wrong, so Bedrooms is still the zone.

WHILE THE PLANNER IS SHUT

- No catch-up list and no make-up day.
- The zone list, the pantry list and the admin page keep their place while the planner is shut, and the next Reset reads them as usual.

A ROW FOR EACH COMEBACK

NEXT WEEKLY RESET	ZONE DUE NOW	MUST-DOS AT THE NEXT RESET

There is nothing to catch up on.

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Weekly To-Do LIST

THREE MUST-DOS FIRST, THEN EVERYTHING ELSE

THE THREE MUST-DOS

Circle a day for each. A hard week? Pick one.

1 _____ M T W T F S S ○

2 _____ M T W T F S S ○

3 _____ M T W T F S S ○

CALLS AND MESSAGES

book, confirm, call back, reply

- ☐
- ☐
- ☐
- ☐
- ☐

ERRANDS

drop off, pick up, return, buy

- ☐
- ☐
- ☐
- ☐
- ☐

AT HOME

fix, swap, sort, set up

- ☐
- ☐
- ☐
- ☐
- ☐

ONLINE AND PAPERWORK

pay, sign, order, renew

- ☐
- ☐
- ☐
- ☐
- ☐

WAITING ON

who, what and since when

- ☐
- ☐
- ☐
- ☐
- ☐

FOR NEXT WEEK

not done? It moves here, not to tomorrow

- ☐
- ☐
- ☐
- ☐
- ☐

HOW TO USE At your Weekly Reset, write the three things that must happen this week and circle a day for each. Everything else goes in a box below, by kind, for when there is time.

THREE THINGS FIRST.
THE REST CAN WAIT.

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RESTART
When the Week Falls Apart

FOUR RULES FOR COMING BACK, NOTHING TO CATCH UP

1

SKIP THE MISSED WEEK

Leave its empty days blank, and do not try to fit last week's tasks into this one. Nothing is dated, so a missed week is skipped, not failed: planner pages printed for it fit any later week.



2

RESTART WITH ONE 10-MINUTE BLOCK (NOT A FULL RESET)

On the day you come back, set the timer and do the four steps of the 10-Minute Method. The next Weekly Reset happens on its usual day.



3

IF TWO RESETS ARE MISSED IN A ROW, SHRINK THE MUST-DOS FROM THREE TO ONE FOR A WEEK

Pick the one thing that has to happen and put it on the planner. The week after, go back to three.



4

THE ZONE ROTATION PICKS UP WHERE IT STOPPED

It does not jump ahead to catch up. If Bedrooms was due when the week fell apart, Bedrooms is due now. No zone gets skipped, and none gets done twice.



EXAMPLE

Your Reset day is Wednesday, and last week went by with the planner shut. On Monday, leave last week's days blank and do one 10-minute block. Wednesday's Reset runs as usual. Bedrooms was due when things went wrong, so Bedrooms is still the zone.

WHILE THE PLANNER IS SHUT

- No catch-up list and no make-up day.
- The zone list, the pantry list and the admin page keep their place while the planner is shut, and the next Reset reads them as usual.

A ROW FOR EACH COMEBACK

NEXT WEEKLY RESET	ZONE DUE NOW	MUST-DOS AT THE NEXT RESET

There is nothing to catch up on.

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Weekly TO-DO LIST

THREE MUST-DOS FIRST, THEN EVERYTHING ELSE

THE THREE MUST-DOS

Circle a day for each. A hard week? Pick one.

1. _____ M T W T F S S
2. _____ M T W T F S S
3. _____ M T W T F S S

CALLS AND MESSAGES

book, confirm, call back, reply

- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____

ERRANDS

drop off, pick up, return, buy

- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____

AT HOME

fix, swap, sort, set up

- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____

ONLINE AND PAPERWORK

pay, sign, order, renew

- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____

WAITING ON

who, what and since when

- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____

FOR NEXT WEEK

not done? It moves here, not to tomorrow

- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____

HOW TO USE

At your Weekly Reset, write the three things that must happen this week and circle a day for each. Everything else goes in a box below, by kind, for when there is time.

Three things first. The rest can wait.

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Restart

WHEN THE WEEK FALLS APART

FOUR RULES FOR COMING BACK, NOTHING TO CATCH UP

1 SKIP THE MISSED WEEK

Leave its empty days blank, and do not try to fit last week's tasks into this one. Nothing is dated, so a missed week is skipped, not failed: planner pages printed for it fit any later week.

2 RESTART WITH ONE 10-MINUTE BLOCK

NOT A FULL RESET

On the day you come back, set the timer and do the four steps of the 10-Minute Method. The next Weekly Reset happens on its usual day.

3 IF TWO RESETS ARE MISSED IN A ROW, SHRINK THE MUST-DOS FROM THREE TO ONE FOR A WEEK

Pick the one thing that has to happen and put it on the planner. The week after, go back to three.

4 THE ZONE ROTATION PICKS UP WHERE IT STOPPED

It does not jump ahead to catch up. If Bedrooms was due when the week fell apart, Bedrooms is due now. No zone gets skipped, and none gets done twice.

EXAMPLE

Your Reset day is Wednesday, and last week went by with the planner shut. On Monday, leave last week's days blank and do one 10-minute block. Wednesday's Reset runs as usual. Bedrooms was due when things went wrong, so Bedrooms is still the zone.

WHILE THE PLANNER IS SHUT

- No catch-up list and no make-up day.
- The zone list, the pantry list and the admin page keep their place while the planner is shut, and the next Reset reads them as usual.

A ROW FOR EACH COMEBACK

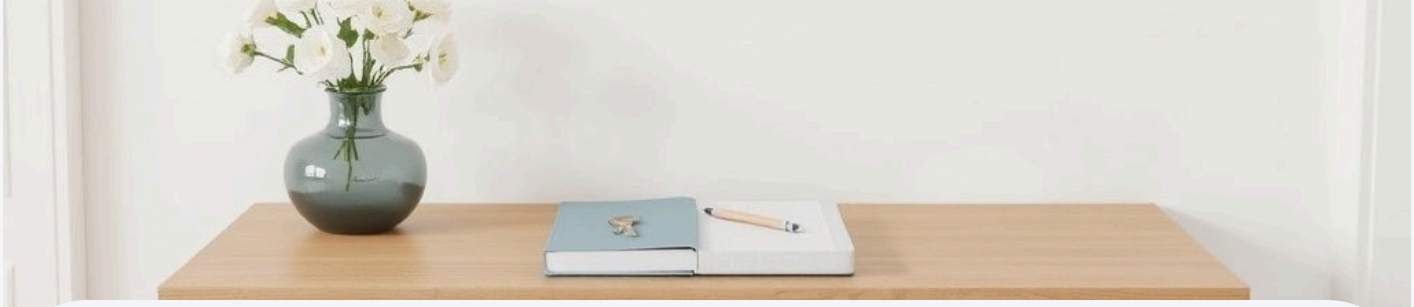
NEXT WEEKLY RESET	ZONE DUE NOW	MUST-DOS AT THE NEXT RESET

There is nothing to catch up on.

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THREE MUST-DOS FIRST, THEN EVERYTHING ELSE

Weekly To-Do List

THE THREE MUST-DOS

Circle a day for each. A hard week? Pick one.

1 _____ M T W T F S S

2 _____ M T W T F S S

3 _____ M T W T F S S

CALLS AND MESSAGES

book, confirm, call back, reply

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

ERRANDS

drop off, pick up, return, buy

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

AT HOME

fix, swap, sort, set up

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

ONLINE AND PAPERWORK

pay, sign, order, renew

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

WAITING ON

who, what and since when

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

FOR NEXT WEEK

not done? It moves here, not to tomorrow

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

HOW TO USE

At your Weekly Reset, write the three things that must happen this week and circle a day for each. Everything else goes in a box below, by kind, for when there is time.

Three things first. The rest can wait.

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4 Steps to a Normal Week
When the Week
FALLS APART

1 SKIP THE MISSED WEEK

Leave its empty days blank, and do not try to fit last week's tasks into this one. Nothing is dated, so a missed week is skipped, not failed: planner pages printed for it fit any later week.

2 RESTART WITH ONE 10-MINUTE BLOCK

NOT A FULL RESET

On the day you come back, set the timer and do the four steps of the 10-Minute Method. The next Weekly Reset happens on its usual day.

3 IF TWO RESETS ARE MISSED IN A ROW, SHRINK THE MUST-DOS FROM THREE TO ONE FOR A WEEK

Pick the one thing that has to happen and put it on the planner. The week after, go back to three.

4 THE ZONE ROTATION PICKS UP WHERE IT STOPPED

It does not jump ahead to catch up. If Bedrooms was due when the week fell apart, Bedrooms is due now. No zone gets skipped, and none gets done twice.

EXAMPLE

Your Reset day is Wednesday, and last week went by with the planner shut. On Monday, leave last week's days blank and do one 10-minute block. Wednesday's Reset runs as usual. Bedrooms was due when things went wrong, so Bedrooms is still the zone.

WHILE THE PLANNER IS SHUT

- No catch-up list and no make-up day.
- The zone list, the pantry list and the admin page keep their place while the planner is shut, and the next Reset reads them as usual.

A ROW FOR EACH COMEBACK

NEXT WEEKLY RESET	ZONE DUE NOW	MUST-DOS AT THE NEXT RESET

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FOUR RULES FOR COMING BACK, NOTHING TO CATCH UP

WHEN THE WEEK FALLS APART

1 SKIP THE MISSED WEEK

Leave its empty days blank, and do not try to fit last week's tasks into this one.



2 RESTART WITH ONE 10-MINUTE BLOCK

NOT A FULL RESET

On the day you come back, set the timer and do the four steps of the 10-Minute Method. The next Weekly Reset happens on its usual day.



3 IF TWO RESETS ARE MISSED IN A ROW, SHRINK THE MUST-DOS FROM THREE TO ONE FOR A WEEK

Pick the one thing that has to happen and put it on the planner.



4 THE ZONE ROTATION PICKS UP WHERE IT STOPPED

It does not jump ahead to catch up. If Bedrooms was due when the week fell apart, Bedrooms is due now. No zone gets skipped, and none gets done twice.



EXAMPLE

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WHILE THE PLANNER IS SHUT

- No catch-up list and no make-up day.
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A ROW FOR EACH COMEBACK

NEXT WEEKLY RESET	ZONE DUE NOW	MUST-DOS AT THE NEXT RESET

There is nothing to catch up on.

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THREE MUST-DOS FIRST, THEN EVERYTHING ELSE

WEEKLY

TO-DO LIST

THE THREE MUST-DOS

Circle a day for each. A hard week? Pick one.

1. _____ M T W T F S S ○
2. _____ M T W T F S S ○
3. _____ M T W T F S S ○

CALLS AND MESSAGES

book, confirm, call back, reply

- ○
- ○
- ○
- ○
- ○

ERRANDS

drop off, pick up, return, buy

- ○
- ○
- ○
- ○
- ○

AT HOME

fix, swap, sort, set up

- ○
- ○
- ○
- ○
- ○

ONLINE AND PAPERWORK

pay, sign, order, renew

- ○
- ○
- ○
- ○
- ○

WAITING ON

who, what and since when

- ○
- ○
- ○
- ○
- ○

FOR NEXT WEEK

not done? It moves here, not to tomorrow

- ○
- ○
- ○
- ○
- ○

HOW TO USE

At your Weekly Reset, write the three things that must happen this week and circle a day for each. Everything else goes in a box below, by kind, for when there is time.

Three things first. The rest can wait.

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Restart

WHEN THE WEEK FALLS APART

For Parents Getting Back on Track

1 SKIP THE MISSED WEEK

Leave its empty days blank, and do not try to fit last week's tasks into this one. Nothing is dated, so a missed week is skipped, not failed: planner pages printed for it fit any later week.

2 RESTART WITH ONE 10-MINUTE BLOCK

NOT A FULL RESET

On the day you come back, set the timer and do the four steps of the 10-Minute Method. The next Weekly Reset happens on its usual day.

3 IF TWO RESETS ARE MISSED IN A ROW, SHRINK THE MUST-DOS FROM THREE TO ONE FOR A WEEK

Pick the one thing that has to happen and put it on the planner. The week after, go back to three.

4 THE ZONE ROTATION PICKS UP WHERE IT STOPPED

It does not jump ahead to catch up. If Bedrooms was due when the week fell apart, Bedrooms is due now. No zone gets skipped, and none gets done twice.

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WHILE THE PLANNER IS SHUT

- No catch-up list and no make-up day.
- The zone list, the pantry list and the admin page keep their place while the planner is shut, and the next Reset reads them as usual.

A ROW FOR EACH COMEBACK

NEXT WEEKLY RESET	ZONE DUE NOW	MUST-DOS AT THE NEXT RESET

There is nothing to catch up on.

ORDERLY WEEK

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