Busy-Day Reset Checklist

A shorter plan for days when time and energy are limited.

20 minutes in total. One task is also enough.

Set a timer if it helps. Pause or change the plan to fit your energy.

- [ ] **Tidy your main space** — **5 min**

  Return five items to their homes.

- [ ] **Quick kitchen reset** — **5 min**

  Wash essentials and clear one counter.

- [ ] **Refresh the bathroom** — **5 min**

  Clear the sink and hang towels.

- [ ] **Take out the trash** — **2 min**

  Empty the bin that needs it most.

- [ ] **Set up for tomorrow** — **3 min**

  Choose a priority and prepare what you need.

If I only do one thing today...

Small progress counts. Save the rest for another day.