# 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.**