

Sunday Reset Routine

How to use: Work through each zone in any order. Check tasks as you go. Takes 60–90 minutes when done regularly. Skip any zone that doesn't apply this week — come back to it next Sunday.

Kitchen

- ☐ Clear counters — put away everything that doesn't belong
- ☐ Wipe counters, stovetop, and sink
- ☐ Discard expired or forgotten fridge items
- ☐ Run or empty the dishwasher
- ☐ Take out rubbish and recycling
- ☐ Wipe down small appliances
- ☐ Restock supplies (dish soap, bin bags, sponges)

Living Spaces

- ☐ Return items to their rooms (books, glasses, remotes)
- ☐ Fluff and straighten cushions
- ☐ Clear surfaces (coffee table, shelves)
- ☐ Quick vacuum or sweep main floor
- ☐ Wipe glass surfaces and tv screen
- ☐ Deal with any bags, coats, or shoes left out
- ☐ Empty small bins and reline

Bedroom

- ☐ Make the bed properly (or change sheets)
- ☐ Put away all clothing — nothing on chairs or floor
- ☐ Clear the nightstand and bedside surfaces
- ☐ Return items to other rooms where they belong
- ☐ Quick vacuum or sweep
- ☐ Start a load of laundry (or put away finished load)
- ☐ Check “needs attention” pile — act or schedule

Bathroom

- ☐ Clear counters of stray items and hair tools
- ☐ Wipe sink, counter, and mirror
- ☐ Quick scrub of toilet (outside and rim)
- ☐ Replace or fold bath towels
- ☐ Restock: toilet paper, hand soap, cotton pads
- ☐ Empty bin and reline
- ☐ Discard any empty or expired products

Entryway & Bags

- ☐ Clear shoes and coats from floor
- ☐ Wipe down door handles and light switches
- ☐ Empty any bags (gym, work, handbag) & repack
- ☐ Check keys, wallet, transit card — put in place
- ☐ Deal with mail or incoming papers
- ☐ Set up bags for Monday if needed
- ☐ Quick sweep or mat shake at front door

Admin & Week Prep

- ☐ Review calendar for the week ahead
- ☐ Write or update the week's to-do list
- ☐ Clear email inbox to zero (or to starred/flagged)
- ☐ Check upcoming bills or due dates
- ☐ Meal plan or note what needs shopping
- ☐ Lay out anything you need Monday morning
- ☐ Set intentions for the week (one sentence is enough)

CARRIED OVER FROM LAST WEEK

THIS WEEK'S ONE FOCUS
