

DATE _____

MORNING RESET

- ☐ Dress
- ☐ Breakfast
- ☐ Teeth
- ☐ Bag check
- ☐ Leave

READY / DEPARTURE CUE _____

THREE-BUCKET RESET

DAILY

- _____
- _____

WEEKLY

- _____
- _____

MONTHLY

- _____
- _____

PAPERWORK

WHERE IS IT AT?
(circle one)



Action



Waiting



Reference



Discard

WHAT DOES IT NEED?
(check all that apply)

- ☐ Date checked
- ☐ Location noted
- ☐ Receipt kept
- ☐ Next action
- ☐ Submitted
- ☐ Follow-up set

NEXT ACTION

LOCATION

TOP 3 FOR TODAY

- 1 _____
- 2 _____
- 3 _____

BRAIN DUMP

Put the loose ends on one page.

_____ ♥ _____

DIGITAL FILES

- ☐ Choose one folder
- ☐ Keep what you need
- ☐ Choose a findable home
- ☐ Keep related evidence together
- ☐ Find one file again

✦ DONE TODAY

- ★ _____
 - ★ _____
 - ★ _____
- _____ ♥ _____

EVENING RESET

- ☐ Capture loose ends
- ☐ Verify tomorrow
- ☐ Choose one first action
- ☐ Prepare one needed item
- ☐ Leave a return note

INVOICES & PAYMENTS

FOLLOW UP ON _____

NEXT REVIEW DATE _____

INVOICE	AMOUNT	DUE	STATUS

MINI PILES

MY SMALL BOUNDARY _____

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

WHERE I STOPPED

Write where you stopped, what happens next, and
where to find the work.

_____ ♥ _____

“

A SMALLER VERSION STILL COUNTS.
START WITH ONE PAGE.

DAILY PLANNER PAGE

Start with the morning reset. Put the loose ends in the brain dump, then choose up to three for today. Use the other boxes when they fit, and leave a note before you stop.

THE STEPS

One page for the whole day

1 MORNING RESET

Tick the morning steps as you go. Write what time you leave.

[MORNING ROUTINE CHART](#)

3 TOP 3 FOR TODAY

Choose what fits. The rest can stay on the page.

[BRAIN DUMP WORKSHEET](#)

5 ONE PAPER, ONE INVOICE

Circle where a paper is at and write its next action. Add any invoice that is waiting on payment.

[PAPERWORK ORGANIZER](#)

2 BRAIN DUMP

Write the loose ends as they come. You can leave the wording untidy.

[BRAIN DUMP WORKSHEET](#)

4 ONE SMALL RESET

Do one daily task, or handle one item in a small pile. A smaller version still counts.

[CLEANING SCHEDULE](#)

6 BEFORE YOU STOP

Write where you stopped, what happens next, and where to find the work.

[EVENING ROUTINE CHECKLIST](#)

DO I FILL IN EVERY BOX?

No. Fill in what fits today. A smaller version still counts.

WHERE ARE THE FULL STEPS?

Each box links to its own guide, with the steps, an example and a worksheet.