The Reset Sheet

For the owner who built something real and wants their evenings back

Use this when the pile feels bigger than the day and more hours look like the only answer.

GET IT OUT OF YOUR HEAD

- [ ] **Write down everything on the pile, so it stops living in your head.** Do it in one sitting on one list, and don't sort anything yet. A second list in your phone keeps your mind checking both.

SHRINK IT TO WHAT'S YOURS

- [ ] **Which items have a date that someone else set?** Mark those "their date" and put them in the calendar. Every date you invented comes off.
- [ ] **What happens if this waits a week?** Name the person or event it hits. If you can't name one, it waits, back on the list.
- [ ] **Who else could carry it?** Write a name and hand over the whole thing, deciding included. When they ask you, answer "You're in charge."
- [ ] **Would I ask anybody else to carry this much?** Write your load as a job ad. If you wouldn't hand it to someone you like, cut part of it today.
- [ ] **What am I doing only because I always have?** Ask who would notice if it stopped. If you're unsure, stop it for two weeks and see who asks.

MOVE IT, THEN END THE DAY

- [ ] **What is the smallest piece that moves it forward?** Write one action you can finish before tonight, like “draft three bullets for Friday’s proposal.”
- [ ] **What does finished look like for today?** Write a short finish line before you start, like “invoice out, two replies sent.” When that’s done, the day is done.
- [ ] **Who needs to hear the new plan?** Write each name and your sentence: “I can do X this week or Y, which do you want first?” Say it plainly.
- [ ] **What hour does the working day end?** At that hour, check your list and calendar and say “I’m done for today.” When work thoughts come up later that night, tell yourself “I already checked.”

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