

WorkZenly.com - Weekly Reset Checklist

Digital Cleanup

- ☐ Clear your downloads folder and desktop
- ☐ Delete or archive unneeded emails
- ☐ Organize browser tabs or bookmark key ones
- ☐ Unsubscribe from annoying newsletters
- ☐ Update passwords or software if needed

Workspace Refresh

- ☐ Wipe down your desk
- ☐ Recycle paper clutter
- ☐ Restock office supplies/snacks
- ☐ Add one feel-good item (plant, photo, scent)

Calendar + Task Review

- ☐ Review next week's meetings and block focus time
- ☐ Move unfinished tasks forward
- ☐ Set 1-3 weekly goals
- ☐ Plan breaks, workouts, or 'you time'

Mindset Reset

- ☐ Reflect on your top win from the past week
- ☐ Write down 1 lesson or improvement
- ☐ Revisit your 'why' or purpose
- ☐ Choose one thing to do just for you this week