

RHYTHMS GUIDES · FREE EDITION

The Weekly Reset

A practical 30-minute guide to planning a calm, focused week around your priorities

Rhythms

Welcome

This guide is for anyone whose weeks feel like a pile-up of tasks, messages and surprises. In just 30 minutes, once a week, you can step back, choose what matters and start Monday with a clear head.

- Read one chapter at a time.
- Set aside one 30-minute slot this week.
- Use the 30-minute checklist near the end as your script.
- Repeat it every week and let it get easier.

Why a weekly reset works

Daily to-do lists show you today. A weekly reset shows you the whole picture, so the week works for you instead of against you.

Less overwhelm

Seeing everything in one place turns a vague worry into a short, manageable list.

Clear priorities

You decide what matters before the week decides for you.

Fewer surprises

Deadlines, appointments and errands stop catching you off guard.

Real rest

When the week is planned, your days off can truly be off.

Pick your reset slot

The best time is the one you will keep. Most people choose Sunday evening or Friday afternoon.

- Choose a fixed day and time, and protect it like a meeting.
- Keep it to 30 minutes. A timer helps.
- Find a calm spot with your calendar and your task list.
- Make it pleasant: tea, music, a tidy desk.

Tip: a short reset you do every week beats a perfect plan you make once a month.



Minutes 0–5: Look back

Start by closing the week behind you. A quick review shows what worked and what you can let go.

- Scan last week's calendar and list.
- Mark what got done, and notice one small win.
- Move unfinished items forward, or decide to drop them.
- Ask: what drained me, and what gave me energy?



Minutes 5–10: Clear the decks

Loose notes, open tabs and unread messages create quiet stress. Gather them into one place.

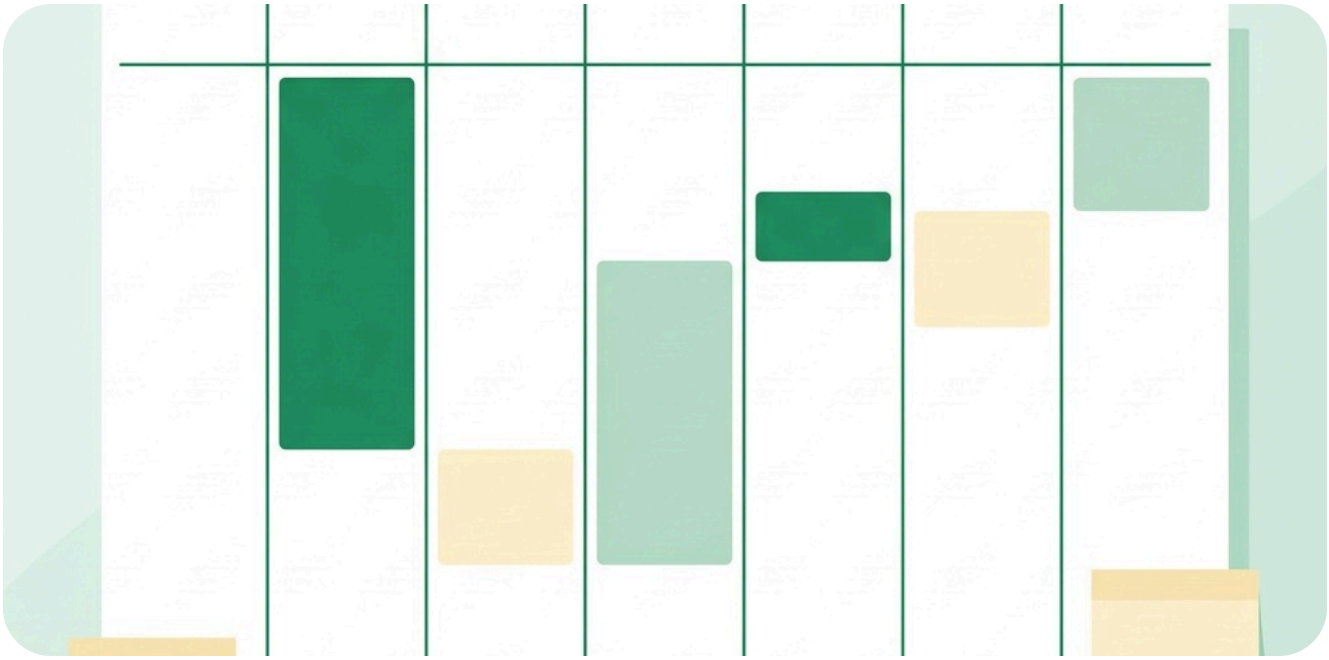
- Empty your head: write down every task you're carrying.
- Collect sticky notes, papers and voice notes into your list.
- Archive or clear your inbox to a manageable size.
- Close tabs and tidy your desk for a fresh start.



Minutes 10–15: Choose 3 priorities

Not everything is equally important. Pick the three outcomes that would make this week feel like a success.

- Look at your full list and ask: what truly matters this week?
- Choose three priorities, mixing work, home and health.
- Write each as a clear result, like "send the project draft."
- Everything else is a bonus, not a failure.



Minutes 15–20: Map the week

A priority without a time slot is only a wish. Give your top three a home in the calendar.

- Add fixed appointments and deadlines first.
- Block time for each of your three priorities.
- Leave white space for surprises and breaks.
- Spot your busiest day and keep it lighter elsewhere.

Keep it realistic

Overplanning is the most common reason weekly plans fall apart. Plan for the week you'll actually have.

- Plan only about 60–70% of your available time.
- Group small tasks, like calls and errands, into one block.
- Say no, delegate or postpone what doesn't fit.
- Expect change. A plan is a guide, not a contract.

Tip: keep your list in a task app like Rhythms, or on a simple sheet of paper if you prefer to write by hand.



Minutes 20–25: Prepare the basics

A few practical steps now save many small decisions later in the week.

- Plan rough meals and write a short shopping list.
- Check what the family needs: rides, events, forms.
- Prepare clothes, bags or equipment for Monday.
- Set reminders for bills and renewals.

Sample weekly resets

Choose the version that fits your week, or mix and match.

Quick 15

- Review last week
- Pick 3 priorities
- Add them to the calendar

Classic 30

- Look back
- Clear the decks
- 3 priorities
- Map the week
- Prepare basics

Family 30

- Shared calendar check
- Meals and shopping
- Kids' needs
- Each person's top priority

My weekly reset

Fill this in during your next reset, or print a fresh copy each week.

One win from last week:

What I'm letting go of:

Priority 1:

Priority 2:

Priority 3:

When I'll do them:

One thing I'm looking forward to:

The 30-minute checklist

Tick each step as you go. Done in order, it takes about half an hour.

☐	0–5 min	Look back at last week and note one win.
☐	5–10 min	Clear the decks: gather every loose task.
☐	10–15 min	Choose your three priorities.
☐	15–20 min	Block time for them in the calendar.
☐	20–25 min	Prepare meals, errands and family needs.
☐	25–28 min	Check that the plan is realistic.
☐	28–30 min	Choose Monday's first task and close the planner.

When the week goes off track

Some weeks won't go to plan. That's normal, and the reset is built for it.

- Do a 5-minute mid-week check on Wednesday.
- Keep your three priorities and let the rest shift.
- If you missed your reset, do the quick 15 version.
- Be kind to yourself. Next week is a fresh start.

Make it a habit

After a few weeks, the reset becomes the moment you look forward to: calm, clear and in control.

- Keep the same day and time each week.
- Use a simple template so you never start from scratch.
- Notice how your weeks feel after a month.
- Adjust the steps until they fit your life.

Your week, your rhythm

You don't need a perfect system. You need 30 calm minutes, three clear priorities and the kindness to start again each week.

Find more free guides and a simple task planner at rhythms.cloud