



— TEMPLATE —

# The Weekly Reset Worksheet

*Manager Practice*

DOCUMENT	Template
CATEGORY	Manager Practice
EDITION	2026
ISSUER	Common Interest Community Standards Council

TEMPLATE

# The Weekly Reset Worksheet

PURPOSE

Twenty minutes, same time every week — Friday afternoon or Sunday evening; pick one and keep it. The Weekly Reset is the standing appointment where you decide what the week is for before the week decides for you. It feeds the important-but-not-urgent work that builds careers and communities, schedules the task you are dreading before dread can compound, and closes last week's cracks at the root instead of the symptom. Adapted from Chapter 1, "The Job Nobody Described to You," of The Career Association Manager (FOAM Book 1), published by Quorum Press.

SECTION 01

## Setup

Week of \_\_\_\_\_  
My reset day and time (fixed) \_\_\_\_\_

SECTION 02

## Step 1: The Three Quiet Priorities

What are the three important-but-not-urgent things that must move this week? Block calendar time for each before anything else can land on it. Work that isn't scheduled isn't prioritized; it's just hoped for.

Priority 1 \_\_\_\_\_  
Calendar block (day and time) \_\_\_\_\_  
Priority 2 \_\_\_\_\_  
Calendar block (day and time) \_\_\_\_\_  
Priority 3 \_\_\_\_\_  
Calendar block (day and time) \_\_\_\_\_

All three blocks are on the calendar as real appointments

SECTION 03

## Step 2: The Weekly Toad

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What's the one task I'm dreading? Dread is interest you pay on a task all day long. Pay the principal first.

The toad \_\_\_\_\_

Scheduled for Monday morning, first thing

SECTION 04

## Step 3: Cracks From Last Week

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What fell through the cracks last week, and why? Fix the why, not just the task.

What fell through \_\_\_\_\_

Why it fell through \_\_\_\_\_

The fix for the why \_\_\_\_\_

SECTION 05

## Step 4: Delegate, Template, Or Kill

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What can I delegate, template, or kill this week instead of doing again?

I will delegate \_\_\_\_\_

To whom \_\_\_\_\_

I will template or automate \_\_\_\_\_

I will stop doing entirely \_\_\_\_\_

SECTION 06

## Step 5: The Wellness Anchor

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One wellness anchor on the calendar that is not work — and that I will not cancel. Put your own oxygen mask on first: the sleep, the boundaries, the health, the relationships outside this job are the cabin pressure that keeps you conscious enough to take care of everyone else's community.

This week's anchor \_\_\_\_\_

Day and time \_\_\_\_\_

It is on the calendar and I will not cancel it

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*This worksheet is an educational resource for professional practice. It does not constitute legal, accounting, or medical advice.*