

Life Reset Checklist

Created by The Modern Admin | The Modern Office ©

Life Admin (The Things That Keep Piling Up)

- Review upcoming bills and due dates (write down overdue and urgent bills to prioritize).
- Create a list & schedule overdue appointments (doctor, dentist, etc.)
- Sort email inbox and delete spam emails. Respond to important emails or messages
- Make a list of calls you've been avoiding. Set a time/date to call each number on the list.

Goal: Focus on anything with a deadline or financial impact first—that's what brings the fastest relief.

Home & Daily Life Reset

- Do a quick clean of main living areas
 - **Start laundry (or finish any that's been sitting)**
 - **Clean out fridge and throw away expired items**
 - **Reset your bedroom (make bed, declutter surfaces)**
 - **Take out trash and replace liners**
 - **Restock basic groceries or essentials**
- Create a simple plan for meals this week
- Organize one small space (drawer, counter, bag)

Goal: Aim for "better, not perfect." Even resetting just one room or one routine creates momentum and makes everything else feel easier.

Personal Clarity & Next Steps

- Do a brain dump of everything on your mind
 - Highlight top 3 priorities for the next 2–3 days
 - Identify one task you've been avoiding and break that task into smaller steps.
 - Remind yourself: you don't have to do everything today
- Write down any upcoming deadlines or events
- Set a realistic plan for tomorrow
- Take 10–15 minutes to rest/reset (no pressure)
- Take a deep breath — you can do this!

Goal: Aim to leave this section with a clear, written plan so your mind feels lighter and you can move forward with focus.