

EVENING RESET

Date: _____

KITCHEN & DINING

- Clear and wipe dining table
- Load & start dishwasher
- Clean sink and counters
- Empty trash / recycling
- Set out coffee/tea for AM

LIVING SPACE

- Fold blankets & fluff pillows
- 5-minute clutter sweep
- Put away stray shoes/coats

PERSONAL PREP

- Review tomorrow's calendar
- Lay out clothes for tomorrow
- Pack bags / lunch prep
- Charge electronic devices

WIND DOWN

- Dim lights / lower thermostat
- No-screen time (30 mins)
- Lock doors & windows

Tomorrow's Top Priority...