

# THE EXECUTIVE RESET: YOUR MINIMALIST DAILY FLOW

## One-Page Executive Reset Checklist

### Phase 1: The Morning Alignment (0-60 Mins)

1.  **The Screen-Free Hour:** No emails or social media for the first 60 minutes.
2.  **Hydrate & Breathe:** 500ml of water and 2 minutes of focused breathing.
3.  **The Big Rock:** Identify the ONE task that makes the whole day a win.

### Phase 2: The Deep Work Sprint (90-120 Mins)

1.  **Digital Sanctuary:** Put your phone in another room or on 'Do Not Disturb'.
2.  **Time Block:** Commit to 90 minutes of uninterrupted work on your 'Big Rock'.
3.  **Physical Break:** A 5-minute stretch or walk away from the desk.

### Phase 3: The Efficient Maintenance (60 Mins)

1.  **Batch Communications:** Process all emails, Slack messages, and calls in one go.
2.  **Low-Energy Tasks:** Handle administrative work during your post-lunch slump.

### Phase 4: The Evening Reset (15 Mins)

1.  **Clear the Surface:** Return your desk to its 'Ready' state.
2.  **Close the Loop:** Check off completed tasks and write tomorrow's primary goal.
3.  **Digital Detox:** Set your alarm and put your devices away 1 hour before sleep.