

# THE ONE-PAGE EXECUTIVE RESET CHECKLIST

*A Minimalist Blueprint for High-Performance Focus*

## 1. THE ROUTINE AUDIT

- List every app used weekly; delete any platform with overlapping utility.
- Enforce the One-In, One-Out rule before adding any new software tools.

## 2. THE CLEAN SLATE PROTOCOL

- Move all active, current files onto a completely clean desktop landscape.
- Drag all historical data and unorganized folders into a "Legacy Archive."

## 3. CENTRAL HUB OPTIMIZATION

- Flat-nest your knowledge base engine so files are accessible in less than two clicks.
- Keep active operational objectives strictly separated from reference notes.

## 4. LINEAR TASK PIPELINING

- Limit your active execution column to a maximum of two deep work items.
- Use simple horizontal stages: Incoming, Active Deep Work, and Completed.

## 5. THE INBOX CAPTURE METHOD

- Funnel all stray ideas, links, and quick notes into a single digital inbox.
- Avoid sorting or organizing materials in the immediate moment of capture.

## 6. THE DAILY TRIAGE LOOP

- Dedicate 10 minutes before ending the day to clear your capture inbox to zero.
- Instantly execute any incoming operational task that requires under 2 minutes.

## 7. THE WEEKLY ALIGNMENT RITUAL

- Spend Friday afternoon clearing temporary downloads and tracking metrics.
- Reset your digital landscape to signal an official close to the work week.

## 8. NOTIFICATION SHIELDING

- Disable all non-human badges and alerts across your entire tech stack.
- Convert mobile screens to a minimalist, low-stimulation visual layout.