

One-Page Executive Reset Checklist: Stop Wasting Time

Focus for Today:

- **The 5-Minute Rule:** If a task feels overwhelming, commit to just 5 minutes. No more, no less.
- **Deep Work Window:** Block 60–90 minutes of your day for your #1 priority. No notifications, no tabs.
- **Digital Boundary:** After 7:00 PM, all work-related devices stay in the office/workspace.
- **The "Brain Dump":** Before bed, write down the 3 things you MUST finish tomorrow. Clear your mind for sleep.
- **The Three-Breath Rule:** Before reaching for your phone to scroll, take 3 slow breaths. Reconnect with your goal.

Stay Intentional. Your time is your currency.