

IT IS MY YEAR.

Make room for what matters

Clear a little space, choose your priorities and build a week you can actually use.

30 daily prompts · Start whenever you choose

Choose one prompt a day, or take longer. Use the writing space for your own thoughts, then tick the box when you have taken that step. Missing a day does not mean starting over.

My goal: _____

My start date: _____

DAY 01 · Clear the noise

Write everything competing for your attention on one page.

☐ I took this step

DAY 02 · Clear the noise

Choose just three things that matter most this week.

☐ I took this step

DAY 03 · Clear the noise

Clear one small surface for five minutes.

☐ I took this step

DAY 04 · Clear the noise

Gather loose notes into one place.

☐ I took this step

DAY 05 · Clear the noise

Pick one calendar and add your existing commitments.

☐ I took this step

DAY 06 · Clear the noise

Choose a home for one item you often lose.

☐ I took this step

DAY 07 · Clear the noise

Review the week and cross off anything that no longer needs doing.

☐ I took this step

DAY 08 · Choose your priorities

Break one large task into its next visible action.

☐ I took this step

DAY 09 · Choose your priorities

Put one important action into your calendar.

☐ I took this step

DAY 10 · Choose your priorities

Allow a little buffer around a busy part of tomorrow.

☐ I took this step

DAY 11 · Choose your priorities

Turn off one non-essential notification.

☐ I took this step

DAY 12 · Choose your priorities

Finish or deliberately drop one lingering small task.

☐ I took this step

DAY 13 · Choose your priorities

Prepare what you need for tomorrow before you stop work.

☐ I took this step

DAY 14 · Choose your priorities

Review your priorities. What needs less attention?

☐ I took this step

DAY 15 · Shape your week

Plan three priorities for the coming week.

☐ I took this step

DAY 16 · Shape your week

Group two similar tasks into one short session.

☐ I took this step

DAY 17 · Shape your week

Create a short checklist for something you repeat.

☐ I took this step

DAY 18 · Shape your week

Organise one folder or drawer for ten minutes.

☐ I took this step

DAY 19 • Shape your week

Identify one commitment you can renegotiate.

☐ I took this step

DAY 20 • Shape your week

Protect a short block of time for something meaningful.

☐ I took this step

DAY 21 • Shape your week

Review the week. Did your plan leave room for real life?

☐ I took this step

DAY 22 • Keep it workable

Create a five-minute end-of-day reset.

☐ I took this step

DAY 23 • Keep it workable

Make a list of things you are intentionally not doing now.

☐ I took this step

DAY 24 • Keep it workable

Schedule a task you have been postponing, or decide to release it.

☐ I took this step

DAY 25 • Keep it workable

Choose a simple place to collect new tasks as they arrive.

☐ I took this step

DAY 26 • Keep it workable

Check next week's commitments and prepare for one of them.

☐ I took this step

DAY 27 • Keep it workable

Ask for clarification on a task that feels vague.

☐ I took this step

DAY 28 • Keep it workable

Review which routines saved you time or attention.

☐ I took this step

DAY 29 · Keep it workable

Write your own short weekly planning checklist.

☐ I took this step

DAY 30 · Keep it workable

Choose a regular review time and keep your system simple.

☐ I took this step

My next small step

What worked? What will I keep doing? What support would help me continue?

This programme is a general reflection and organisation guide. It does not promise an outcome or replace personalised professional advice. The download contains the prompts, not your private saved answers.