

# Get *the* Week Back on Track



## Checklist



### For when a holiday weekend throws you off

#### FIRST

- Go through your calendar and identify anything that needs attention today.
- Go through your emails and notifications from Friday and the weekend and flag anything that needs a reply.
- Identify any bills or deadlines for the week.
- Make a short 'to-do' list that focuses on key priorities.

#### KITCHEN RESET

- Wash and put away the dishes.
- Wipe down all surfaces and counters.
- Check the refrigerator to see what you're low on.
- Move leftovers to the front of the fridge so that they're easy to see and use.
- Freeze leftovers you don't plan to use in the next couple of days.

#### HOME RESET

- Put away any holiday decorations.
- Do a 10-15 minute surface clean of the bathrooms.
- Start a load of laundry.
- Put any furniture that's been moved back to where it belongs.
- Wash the guest bedroom bedding and do a quick reset of the room.

#### MEALS

- Identify which leftovers you can use and which need to be tossed.
- Do a quick check of your groceries to see what you're low on.
- Use leftovers for quick lunches or start-of-the-week dinners.
- Do a quick grocery run for essentials or anything you're missing.
- Plan three simple dinners for later in the week after leftovers are used up.