

MASTER YOUR TIME



The Checklist

The Reset Formula
2026 Women's Edition





Revision Checklist



Chapter 2

- ☐ Know how to set goals
- ☐ Set goals for yourself
- ☐ Make the biggest goal the end game
- ☐ Make lists
- ☐ Solve problems as they come
- ☐ Replan if necessary
- ☐ Goals from least to most important
- ☐ Micro goals
- ☐ Write down everything
- ☐ Don't be afraid of change
- ☐ Make goals for yourself, not for others
- ☐ Open yourself up to problems without failure



Revision Checklist



Chapter 3

- ☐ Procrastination is the greatest problem
- ☐ Struggling with procrastination is serious
- ☐ Do dreaded tasks first
- ☐ Don't dwell on unwanted tasks
- ☐ Start knocking off the worst tasks as soon as you wake up
- ☐ Pomodoro technique
- ☐ Short breaks are your new friend
- ☐ Break tasks into segments
- ☐ Get on your feet
- ☐ Make expectations realistic
- ☐ Become goal-oriented
- ☐ Delete apps that are distractions



Revision Checklist



Chapter 4

- ☐ Adjust your daily schedule
- ☐ Be productive with every task
- ☐ Find pockets of free time
- ☐ Don't get overwhelmed
- ☐ What are your daily rituals?
- ☐ Try to save money
- ☐ Every activity should work you towards your goals
- ☐ Consider how everything is related
- ☐ Create micro goals for every main goal
- ☐ Figure out what's in the way
- ☐ Combat problems as they come
- ☐ Make certain tasks for the morning only
- ☐ Make a bedtime routine
- ☐ What are your morning and nighttime habits?
- ☐ Make a sleep schedule and follow it



Revision Checklist



Chapter 5

- ☐ Don't get distracted when doing the thing you don't enjoy
- ☐ Do mundane tasks first
- ☐ Eliminate distractions as much as possible
- ☐ Keep your phone out of the room
- ☐ Stop scrolling
- ☐ Mute apps that distract you
- ☐ Make a designated workspace
- ☐ Make it a nice space you look forward to
- ☐ Don't get interrupted
- ☐ Tell people they cannot contact you for a certain time
- ☐ Take timed breaks
- ☐ Small breaks in short increments
- ☐ Get moving during breaks
- ☐ Don't get on the phone during breaks

Chapter 6



Revision Checklist



Chapter 7

- ☐ Don't spend your free time worrying
- ☐ Make yourself feel less busy by doing tasks one by one
- ☐ Give yourself time to relax
- ☐ Don't talk about work at home
- ☐ Don't vent about work too often
- ☐ Create a safe space away from work for you and your family
- ☐ Make boundaries with coworkers
- ☐ Don't be available to work all the time
- ☐ Try not to talk about controversial topics with coworkers
- ☐ Communicate only during work hours
- ☐ Don't work gossip
- ☐ Only focus on work when at work
- ☐ Shut down gossip
- ☐ Let others know you do not tolerate gossip
- ☐ Make your hobbies a priority
- ☐ Find a hobby if you don't already have one
- ☐ There are no rules for how you enjoy your free time
- ☐ Make your free time for you only



Chapter 10



Revision Checklist



Chapter 11

- ☐ Make deadlines
- ☐ Break the progress into sections
- ☐ Use a reward system for yourself
- ☐ Don't make excuses for your behavior
- ☐ Try again

Chapter 12

- ☐ Set a morning routine
- ☐ Set reminders for goals
- ☐ Create a schedule
- ☐ Stay ahead of the schedule when you can
- ☐ Attend to your needs
