MIDLIFE UNCLUTTERED™

THE MINIMUM DAY RESET

For the days when your normal routine is simply too much.

This is not a catch-up plan. It is a 3-minute reset to decide what still matters today - and what can wait.

The rule for a Minimum Day

Do the smallest version that keeps life moving. Nothing more is required to make today count.

STEP 1 - EMPTY THE OPEN LOOPS

Write down everything your brain is trying to keep open right now. Do not organize it. Do not solve it. Just get it out.

Do not ask: “How do I catch up?”

Ask: “What actually needs attention today?”

STEP 2 - REDUCE THE DAY

Choose one item for each line. If a line does not apply today, leave it blank.

ONE MUST-DO

What truly cannot move?

ONE LIFE SUPPORT

What keeps today functional?

ONE KIND THING FOR TOMORROW

What tiny action makes tomorrow easier?

STEP 3 - SWITCH TO MINIMUM MODE

Today is not the day to prove you can keep up. It is the day to keep the system light enough to stay usable.

- **Remember less**
  Move reminders out of your head.
- **Decide less**
  Use a default instead of reopening the choice.
- **Maintain less**
  Pause anything that does not protect today or tomorrow.
- **Restart nothing**
  Return to your normal system when capacity returns. No catch-up required.

Remember:

A system that only works on your best days is not a flexible system.