

Daily Reset Checklist

Close the day. Clear your head. Set up tomorrow.

PART 1 — CLOSE TODAY (5 MIN)

- Brain dump — speak or write everything still in your head
- Review today's task list — what got done?
- Move unfinished tasks to tomorrow or backlog
- Check email one final time — flag anything urgent
- Close all work apps and browser tabs

PART 2 — SET UP TOMORROW (3 MIN)

- Write tomorrow's 3 priorities (not 10 — just 3)
- Check tomorrow's calendar — any surprises?
- Lay out clothes / pack bag tonight
- Set morning alarm (+ 2 backup alarms)

PART 3 — WIND DOWN (2 MIN)

- Phone in another room or on silent
- Write one thing you accomplished today
- Write one thing you're grateful for

TODAY'S BRAIN DUMP

Everything still in your head — tasks, worries, ideas:

TOMORROW'S 3 PRIORITIES

1 _____

2 _____

3 _____

TODAY I ACCOMPLISHED

ONE THING I'M GRATEFUL FOR

KeptMind's end-of-day voice capture does this in 2 minutes — speak your brain dump and tomorrow's priorities, they appear in your Today list automatically.