

The 7-Day Dayprints Reset

Begin with one honest day

Every day leaves a print.

This workbook is for the week when your list feels heavier than the work itself. Over seven days, make a few useful decisions and leave yourself a record you can return to.

Allow about 10-15 minutes for each exercise. Doing the task itself may take longer. Use a pen, a notebook, or your usual task tool. No Dayprints account is needed.

- Day 1: turn a small part of your backlog into decisions.
- Day 2: choose a Today list that fits your available time.
- Day 3: give one task a realistic start.
- Day 4: choose one reminder with a clear purpose.
- Day 5: restart one habit at a useful minimum.
- Day 6: keep evidence of what helped.
- Day 7: prepare the next week with fewer loose ends.

Use one page each day, or take longer. If you miss a day, continue with the next unfinished page. There is no catch-up requirement. A blank space is allowed to stay blank.

My starting date and a few words about how this week looks

One thing I would like to make easier

DAY 1 / 10-15 MINUTES



Turn the backlog into decisions

Aim: make a small part of your list easier to act on.

Set a timer for ten minutes. Choose up to five tasks from your current list. For each one, decide: clarify and keep, plan for a day, leave for later, or archive because it no longer matters. Mark it complete only if the work is actually done. Stop when the timer ends.

Write each kept task as an action with a visible finish. "Presentation" becomes "Draft the five slide headings". A plan date is when you intend to work on it; a due date is a real deadline. A Friday deadline can have a Wednesday plan. Leave Due blank when there is no deadline.

Tasks I reviewed, and my decision for each

One kept task rewritten with a clear finish

Its plan date / real due date, if any / first action

Reflection: What became easier to decide?

Date: _____

DAY 2 / 10-15 MINUTES



Make a Today list that fits

Aim: choose up to three priorities that fit the day you actually have.

Start with fixed commitments, travel, care work, meals and breaks. Name the time left for tasks and leave some of it unplanned. Pick one important outcome, then add up to two supporting tasks only if they fit. One task is a complete plan for a constrained day.

For each task, name the finish and estimate the time. Compare the total with your available time. If it does not fit, shrink a task or move it deliberately. Importance does not create extra hours. Example: with 40 minutes available, a 25-minute draft leaves room for interruptions; three hour-long tasks do not.

Fixed commitments / usable time / room for interruptions

My priorities: task, visible finish and time estimate

What I am leaving out today, and where it belongs instead

Reflection: In hindsight, how much would have fitted?

Date: _____

DAY 3 / 10-15 MINUTES



Give one task a real start

Aim: make beginning one task easier to recognise and prepare for.

Choose one important task you tend to postpone. Reduce it to a finishable step. Pick a start time that fits around your commitments and estimate how long the step may take. This is your intention to begin; it does not move a deadline or guarantee the time will stay free.

Put the first file, link or material within reach. Write the first physical action: "Open the draft and write three headings" is more useful than "Focus". If the time becomes unavailable, choose another realistic time or a smaller step. Keep a real deadline visible while you replan.

My task / finishable step / estimated time

Plan date / start time / first physical action

What I will prepare, and my fallback if this time disappears

Reflection: Did the time or the first action need adjusting?

Date: _____

DAY 4 / 10-15 MINUTES



Give one reminder a job

Aim: place one prompt where it can help you act.

Choose one task and decide whether a reminder should help you begin, prepare, or make an earlier decision. Use an alarm, your existing reminder tool, or a paper note placed where you will see it. Set it for a moment when you can respond, then check that it is set as intended.

Make the message understandable on its own: "Send the revised slides to Noor" tells you more than "Slides". Clear one reminder you repeatedly dismiss or no longer need. If a reminder arrives too late to be useful, change the time or the action it asks of you.

The action this reminder should help me take

Exact message / date and time / where I will see or hear it

One reminder to remove or change, and why

Reflection: Could I act when the prompt arrived?

Date: _____

DAY 5 / 10-15 MINUTES



Restart one useful habit

Aim: define one small action you can recognise as done.

Pick one routine you want to return to. Write a minimum version that still serves its purpose: read one page, prepare tomorrow's bag, or clear one part of the desk. Choose the days when it makes sense; daily is not a requirement.

Attach the action to something that already happens. "After I put away my cup, I will read one page" gives it a clear cue. Mark completion only after doing the minimum. If the cue does not happen or you miss a day, restart at the same size on the next intended day.

My habit / minimum useful version / intended days

After I _____, I will _____.

What I can prepare now, and how I will restart after a pause

Reflection: Was the minimum clear and practical?

Date: _____

DAY 6 / 10-15 MINUTES



Keep evidence of what helped

Aim: choose one planning adjustment from your own recent experience.

Look back at your pages, completed work, and unfinished tasks. Pick one day when your plan fitted and one moment when it needed to change. Notice the conditions: available time, task size, clarity, interruptions, a useful prompt, or rest. You do not need to turn the week into a score.

Keep one small record worth revisiting: a sentence about a task you finished, a decision that reduced pressure, or a sketch of the day. Progress can leave an object you recognise later. Use what you notice to make one specific adjustment, such as planning one fewer task tomorrow.

A day or moment that worked, and what made it possible

A task that kept moving, and the change it needs

My small keepsake: a sentence, sketch, or detail worth remembering

Reflection: One planning decision I will change tomorrow

Date: _____

DAY 7 / 10-15 MINUTES



Reset the next week

Aim: finish this reset with one clear priority for tomorrow.

Give yourself fifteen minutes. In minutes 0-3, collect loose commitments. In minutes 3-7, clarify, plan, leave for later or archive stale work. Keep real deadlines; if one cannot be met, decide who needs to know and what to renegotiate. Remove dates that were only wishes.

In minutes 7-10, choose one useful pattern from Day 6. In minutes 10-13, check tomorrow's commitments and select a priority that fits. Add a start time if it helps. In the final two minutes, give unfinished work a destination and write a closing line. Use the card on the next page to repeat this review.

Loose commitments, and what will happen to each

Tomorrow's priority / visible finish / time available

One adjustment I will keep, and a closing line for this week

Reflection: When and where will I use the reset card again?

Date: _____

Your reusable weekly reset card

Set aside about fifteen minutes. Work from your actual list and the week ahead. A clear decision is enough; this review does not require doing every task you find.

- ☐ Collect commitments you would otherwise forget.
- ☐ Give overdue or carried-over work a decision.
- ☐ Archive work that no longer matters.
- ☐ Rewrite vague tasks with a visible finish.
- ☐ Keep real deadlines separate from planned workdays.
- ☐ Notice one thing that helped you follow through.
- ☐ Check tomorrow's capacity and choose one priority.
- ☐ Keep only reminders and habits that still fit.

My next review: date / time / place

Tomorrow's priority and its first action

A pattern to keep / an obligation to reconsider

Reflection: What is enough for the next day?

Keep the next day simple

You now have seven pages of decisions to revisit. Keep the parts that helped: a short daily plan, a prepared start, a useful prompt, a small routine, or a brief review. Repeat one page when you need it. The aim is to make returning easier.

Dayprints is an optional place to continue. It brings daily planning and completed work together with dated artwork keepsakes called Dayprints. These mark qualifying finished days. Replanning unfinished work can be part of closing a day; a keepsake does not require doing everything you originally imagined.

If you already use Dayprints, try one small plan tomorrow. Use Plan for the intended workday and Due for a real deadline. Schedule records a task's planned start; it is not calendar sync or AI scheduling. See the current help below for task fields and the conditions for earning a Dayprint.

Read more when it helps

Choose Your Top 3 Tasks

<https://dayprints.app/blog/choose-your-top-3-tasks>

How to Do a Weekly Reset Without Planning Every Hour

<https://dayprints.app/blog/weekly-reset>

Add and prioritise tasks

<https://dayprints.app/learn/add-and-prioritise-tasks>

Understand Momentum, tiers, and Dayprints

<https://dayprints.app/learn/understand-momentum-and-dayprints>

One practice I am taking into the next week

Every day leaves a print.