



Your Weekly Digital Reset

A 15-minute Friday routine to clear the digital clutter and start Monday with a clean slate.

It's easy to let digital clutter accumulate during a busy week. This routine is designed to bring calm to the chaos, ensuring you close out the week feeling organized and prepared.

The Inbox Triage — 5 Minutes

- Archive or delete newsletters, promotional emails, and notifications that don't require action.
- Move emails that require a response into your "Action Required" label.
- File reference emails away in the appropriate client or admin folder.

The Calendar Review — 3 Minutes

- Review the past week — did you miss any follow-ups from meetings? Add them to your task list now.
- Preview the next week — do you need to prepare materials, send reminders, or block out prep time?
- Protect your time — ensure you have buffer time between calls and blocks for deep work.

The Task Board Sweep — 4 Minutes

- Check off or archive completed tasks. Acknowledge what you accomplished.
- Move unfinished tasks to the appropriate day next week. Be realistic.
- Brain dump — get any lingering thoughts or ideas out of your head and onto your master list.

The File Cleanup — 2 Minutes

- Clear your Downloads folder — delete files you no longer need and move important documents to Google Drive.

Clear your Desktop — file away screenshots, drafts, or temporary files.

The "One Thing" Prep — 1 Minute

Identify your Monday priority — choose the one most important task to tackle first.

Prepare the workspace — open the necessary document or tab so it's the first thing you see Monday morning.

Need help? Let's talk: www.bluebutterflysolutions.com