

This worksheet is part of the '2021 New Year Reset' Course. The related video can be found [here](#).

STEP 1 - In order to use the templates in this course, you will need to make a copy of them.

If you **have** a Gmail account...

Select **File** (in the upper left-hand corner)
→ **Make a Copy** → **Save to your drive**

If you **don't have** a Gmail account...

Select **File** (in the upper left-hand corner)
→ **Download as** → Select file format

STEP 2 - AIMS FOR THE WEEK

Now you have an idea of your direction and goals, we start making progress towards them. Remember you don't have to do everything at once - we only have to nudge 1% each day to ensure we're on the right track.

Use the previous worksheet to identify some goals that you would like to work on **this week**.

GOAL 1	GOAL 2	GOAL 3

PROCESS GOALS

What are the healthy habits you can form to nudge you towards these goals this week?
Brainstorm some ideas below. *Check out this [weekly habit tracker](#) if you need more detail*

TO-DO LIST GOALS

What are some of the one-off actions that you can do to make progress towards your goals this week?

WEEK 5 - DO

STEP 3 - SCHEDULE YOUR TIME

Now break these goals down into a weekly schedule. Remember, less is more when you're starting. The temptation is to put loads of items down. Start slow and give yourself a better chance to succeed. Slow and steady.

Remember - try and plan your activities so you 'chunk' similar actions together. Remove those distractions... And Pomodoro!

MONDAY

<i>Task</i>	<i>When</i>
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

TUESDAY

<i>Task</i>	<i>When</i>
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

WEDNESDAY

<i>Task</i>	<i>When</i>
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

THURSDAY

<i>Task</i>	<i>When</i>
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

FRIDAY

<i>Task</i>	<i>When</i>
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

SATURDAY/SUNDAY

<i>Task</i>	<i>When</i>
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	