

# Sophisticated Monthly Reset

## Cleaning

- FRIDGE/FREEZER REFRESH
- REPLACE LIGHTBULBS
- REFILL SOAP DISPENSERS
- GARBAGE DISPOSAL
- OUTSIDE OF CABINETS
- REFILL RINSE AGENT
- BLINDS
- VENTS
- CEILING FANS
- BASEBOARDS
- WINDOWS
- HIGH AND LOW

### CLEAN APPLIANCES

- MICROWAVE
- DISHWASHER
- WASHER/DRYER
- OVEN/STOVE
- VACUUM
- TOASTER

## Goals

- REVIEW LAST MONTH'S GOALS
- SET NEW HEALTH/FITNESS GOALS
- SET NEW PERSONAL/FAMILY GOALS
- SET NEW PROFESSIONAL/BUSINESS GOALS
- CONSIDER TAKING ON A MONTHLY CHALLENGE

### MAKE YOUR GOALS SMART

- S** SPECIFIC
- M** MEASURABLE
- A** ATTAINABLE
- R** RELEVANT
- T** TIME-BASED

\* TRY SCHEDULING IN YOUR GOALS SO YOU DON'T FORGET ABOUT THEM AND CONTINUE TO MAKE PROGRESS!

## Miscellaneous

- CHECK EMAILS - TRY TO REACH INBOX ZERO
- CLEAN UP PAPER PILES - SORT MAIL & OTHER UNADDRESSED PAPERS
- CHECK IN ON YOUR BUDGET
- SCHEDULE UPCOMING APPOINTMENTS - SCHEDULE THINGS IN ADVANCE
- LOOK AHEAD FOR HOLIDAYS OR SPECIAL EVENTS
- GO THROUGH YOUR PLANNER

\* CONSIDER WHAT OTHER UNIQUE THINGS YOU MAY NEED TO ADDRESS AND ADD THEM TO YOUR LIST

