

# DESK RESET

15-MINUTE PRINTABLE GUIDE

## Clear the surface. Protect your attention.

A fast, decisive reset for remote workers and students.

### THE RESET RULE

#### Do not organize what you have not decided to keep.

Set a 15-minute timer. Move with your hands, not your tabs.

- ☐ **00:00-02:00** Open the window. Start the timer. Take one deep breath.
- ☐ **02:00-05:00** Clear every loose item from your work surface into one reset pile.
- ☐ **05:00-08:00** Trash, return, or relocate. Keep only what earns desk space today.
- ☐ **08:00-11:00** Close digital noise: tabs, messages, and files not needed next.
- ☐ **11:00-13:00** Reset your zones: focus, capture, support, and off-surface.
- ☐ **13:00-15:00** Write the first visible task. Leave your desk ready to begin.

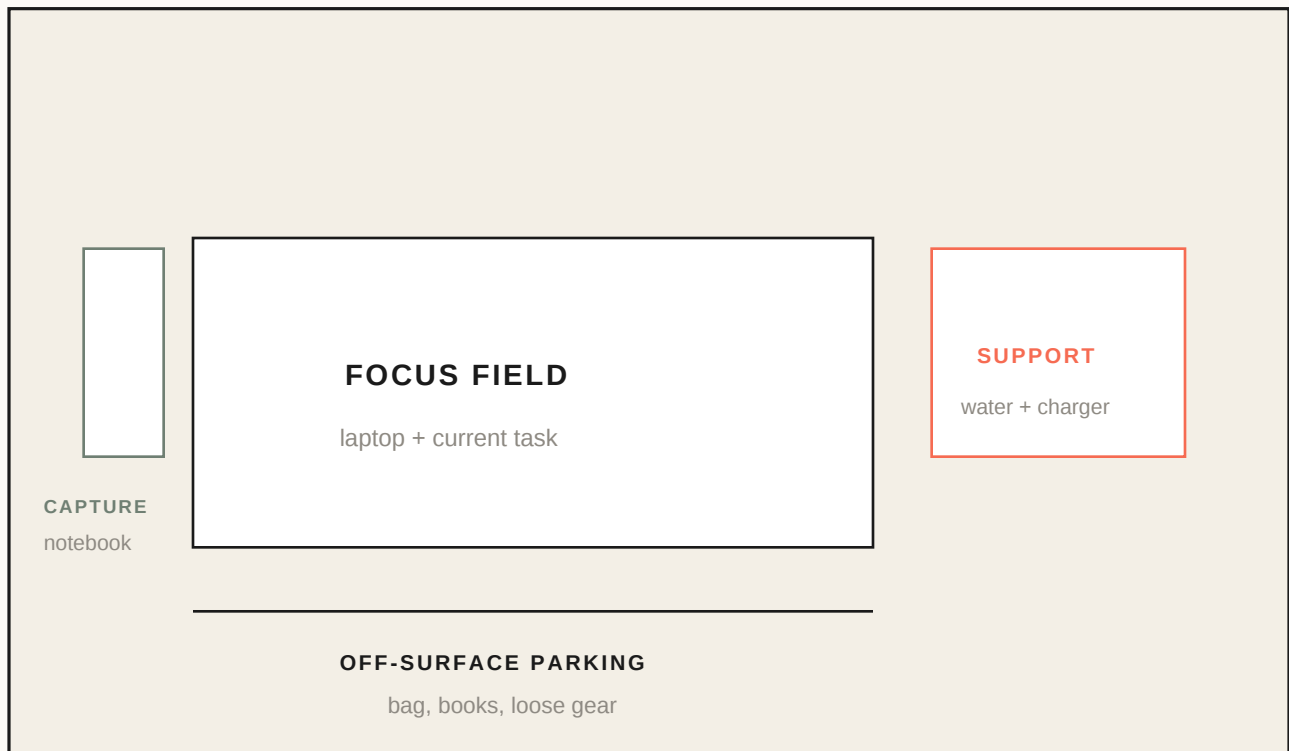
### BEFORE YOU STAND UP

My next visible task is:

---

# Give every object one job.

A calm desk is not empty. It is legible at a glance.



- 1 Focus field**  
Only your active task lives here. If it is not helping the next 60 minutes, move it.

- 2 Capture zone**  
Keep one notebook or note card within reach. Capture it once; do not scatter it.

- 3 Support dock**  
Water, charger, headphones. Useful tools, not visual clutter.

- 4 Off-surface parking**  
Bags, stacks, and "deal with later" items leave the work plane completely.

# End the day on purpose.

Seven minutes now buys a cleaner start tomorrow.

01

## Close the loop

Put every active thought in one place: task list, calendar, or note.

---

02

## Choose tomorrow's first move

Name one task small enough to begin before checking messages.

---

03

## Reset the screen

Quit what is finished. Leave only the file, tab, or page you need first.

---

04

## Clear the landing strip

Return your focus field to laptop, capture tool, water,

### THE HANDOFF NOTE

Tomorrow begins with: \_\_\_\_\_

I am done for today because: \_\_\_\_\_

# The weekly reset page.

20 minutes. One clear desk. One clear week ahead.

## 01 / RESET

### Clear the physical field

- ☐ Empty the reset pile
- ☐ Wipe the surface
- ☐ Return borrowed items
- ☐ Move bags and stacks off-surface

## 02 / REVIEW

### Close open loops

- ☐ Check your calendar
- ☐ Process loose notes
- ☐ Archive finished work
- ☐ Choose what no longer matters

## 03 / REFILL

### Prepare the desk

- ☐ Restock paper or pens
- ☐ Charge the essentials
- ☐ Set water within reach
- ☐ Open next week's capture page

## 04 / RE-ENTER

### Make Monday obvious

- ☐ Write the first task
- ☐ Choose a start time
- ☐ Place only needed materials
- ☐ Leave with a clean focus field

This week, I want my desk to make room for: \_\_\_\_\_

**Not a makeover. An operating system.**