

AUTUMN

Reset



What is a Reset?

it is where you catch up on things and spending time to work on different areas I have that needs completing setting up for a new Academic year.

So get a notebook or use this space below here to write down everything you want to complete whilst we reset and what you need to catch up on and then highlight the ones that are the most important including tasks you have been avoiding.

Break your tasks up

Now you have gone through the areas you want to complete now break them up into Categories. I use Home, Work and Play

Use this space below:

What is your vision?

What is your vision when you think about the tasks you have written down?

I see my book in print and people reading it. I like to be the reader aswell as the writer and how I vision my set up to write and get my projects done, which helps me with the outcome I want. So use this space to write down what your vision is when you think about doing tasks even if they are negative at the moment and what you want the outcome to be.

Managing Your time

It doesn't mean you have to be strict with time but taking steps to make sure you don't procrastinate because you are overwhelmed. So write down how you are at the moment, in managing your time and what changes could you make.

I lower the amount and have it on my google calendar and what tasks will take less time and what you feel I will make you feel better once they're done.

With each task workout realistically, of when you can get it done by.

Use the space below:

Jot down your thoughts and plan your schedule. Begin by listing your current tasks and responsibilities. Then, prioritize them based on urgency and importance. Identify which tasks can be broken down into smaller, more manageable steps.

Areas that need resetting

Again it doesn't mean you have to be strict with completing tasks as such but what stopping you from making sure you don't procrastinate, because again you feel overwhelmed. So create a plan. I am using google calendar to schedule my morning to complete tasks. I did this editing my next book I wanted to publish and now I sent it to be proofread and now I am using the mornings to complete my life coaching course.

I have planned the areas I want to complete my reset for this Autumn by choosing a few projects that for me is important and is realistic for me to do and know that I am not going to shy away from.

Use the space below:

The Outcome

What do you want the outcome to be when joining me in doing my Autumn Reset getting tasks complete and this is a good time to set your goals.

Project	Feelings and thoughts	Goals

This is to keep track of tasks you want to reset and plan ahead to get tasks completed for your reset and what outcome do you want.

Week 1:

Week 2:

Week 3:

Week 4:

Week 5:

Week 6:

Week 7:

Week 8:

Reflection

This is where you put down how the Autumn Reset went for you and what did you learn from it. Was there anything you would have done?

A Big Thank you

Thank you for taking part and I hope it helped. Please subscribe to my site Everyone can build a castle and my videos, and please check out Pinterest that i put together and that the outcome was what you had wanted.

please check out my social media sites:

Link for my Pinterest:

<https://www.pinterest.co.uk/thetypicalLondongal/>

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