

Your Weekly & Monthly Reset Routine:

AN INTENTIONAL GUIDE HELPING MOTHERS RE-ORGANIZE, REFRESH & RE-SET REGULARLY

INTRODUCTION

Mamas, life is beautifully busy, and it's easy to feel like you're always catching up. That's why taking time for a weekly and monthly reset can bring clarity, organization, and a sense of calm to your days. I know it may feel like a challenge finding time and energy to reset every week/month, when we have so much going on already! That is why I designed this guide — To help you create a reset routine that works for you — one that aligns with your values, supports your well-being, and allows your family life to flow with more ease.

YOUR WEEKLY RESET

At the end of every week (**choose a time that works best for you**), use this reset as a way to prepare for the week ahead with intention and focus. Remember that this isn't about doing it all, it's about focusing on what brings ease into your routine, allowing you to step into your week feeling calm, organized and ready for what's ahead.

STEP 1: PERSONAL RESET

- ☐ **Set Intentions** – Set your intentions and focus for the week ahead.
- ☐ **Top 3 Priorities** – Set your Top 3 Priorities for each day this coming week.
- ☐ **Plan & Schedule** – Plan and schedule the week, and cross check other digital planners.
- ☐ **To-Do List** – Write your To-Do list for the week and move any unfinished tasks forwards from last week.
- ☐ **Self-Care Moment** – Schedule at least one activity for yourself.
- ☐ **Schedule Your Exercise** – Book your classes, set time aside, remember to eat well and hydrate.

STEP 2: HOME & FAMILY RESET

- ☐ **Family Calendar Check** – Sync family schedules for appointments, school, and events.
- ☐ **Meal Planning** – Map out dinners for the week and create a grocery list.
- ☐ **Laundry Plan** – Sort, wash, fold, and put away any remaining laundry.
- ☐ **Declutter Quick Sweep** – Spend 15 minutes tidying high-traffic areas (kitchen, entryway, etc.).
- ☐ **Quality Time Plan** – Schedule at least one fun family activity or tradition (as simple as Friday Movie Night).
- ☐ **Weekly Memory-Keeping** – Write down weekly milestones, memories and moments you want to remember.



STEP 3: MINDSET & REFLECTION

- ☐ **Gratitude Practice** – List something you are grateful for heading into the new week.
 - ☐ **Goal Setting** – List a goal, big or small, for the week ahead.
 - ☐ **Journaling or Quiet Time** – Reflect on the past week or use a journaling prompt to write.
 - ☐ **Finally** – Plan downtime or a moment of rest for yourself (*Think Mindfulness & Mental Health*).
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YOUR MONTHLY RESET

Once a month (*perhaps the last Sunday of the month*), set aside time to pause, reflect, and reset on a deeper level. This reset is all about realigning with your long-term goals and creating space for what truly matters. Make it a ritual, make it your time.

STEP 1: PERSONAL RESET

- ☐ **Schedule** – All appointments and note any special dates (birthdays, trips, family days).
- ☐ **E-mails** – Reply to emails and clear out inboxes.
- ☐ **Photos** – Cleanse and organize your photos.

STEP 2: WELL-BEING RESET

- ☐ **Schedule your Self-Care** – What do you need more of this month?
- ☐ **Habit tracking and Exercise** – Revisit your meal planning, exercise, and wellness routines.
- ☐ **Date Nights** – Prioritize and schedule a few date nights. Where are the both of you at in your relationship?

STEP 3: FAMILY RESET

- ☐ **Update Family Calendar** – Adjust schedules, plan upcoming events.
- ☐ **Schedule Quality Time** – Schedule some quality time as a family, as well as one-on-one time with your children.
- ☐ **Memory-Keeping** – Write down milestones, memories and moments you want to remember from this month.

STEP 4: FINANCES & BUDGET RESET

- ☐ **Pay Monthly Bills** – School bills, monthly rates, rental bills, house bills, childcare overtime, etc.
- ☐ **Budgeting** – Review your budgeting and savings goals.

STEP 5: HOME RESET

- ☐ **Declutter** – Pick an area of your home that needs refreshing, or general high traffic spaces in your home.
- ☐ **Re-stock** – Re-stock your pantry and essential supplies.

STEP 6: VISION & GOALS FOR THE NEXT MONTH

- ☐ **Set Intentions** – What do you want to focus on in the upcoming month?
- ☐ **Break It Down** – Write down 3 key goals (your Top Three), and small steps to work towards them.
- ☐ **Finally** – Go to bed early.

**life is coming from you, not at you.*



FINAL THOUGHTS

Ready to go deeper? This guide is just the beginning! If you love this reset process and want a thoughtfully designed planner to help you stay on track, check out the Stellarize Mama Lifestyle Planner. It's packed with tools, prompts, and layouts to help you thrive as a busy mama.

Visit www.stellarizeyourlife.com to discover some of our many planning tools, as well as our highly anticipated, brand new Mama Lifestyle Planner!

You've got this, Mama!

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*make every moment count