WENDA BENAVIDEZ

The Weekly Reset for Scattered Planner Girls

A gentle planning starter system for ADHD-ish minds that struggle to stick to anything, but still want to get things done.



www.wendaful.com



If You Can't "Stick to Anything," Read This First

IF YOU'VE EVER

- Started a planner with excitement, only to abandon it by day 3
- Set habits you want to keep, but never do consistently
- Planned your week only to ignore your to-do list completely
- Felt like you're just not the "organized type"...

You're not alone, and you're not broken. You might have an ADHD-ish brain that works best with flexible routines and advice that fits you.

Here's what changed everything for me. I stopped trying to be consistent on my own, and I built a system that could be consistent for me.

A GOOD SYSTEM:

- Catches you when you forget
- Reminds you without pressure
- Adapts to your energy
- Lets you restart easily, without shame

This reset kit is a tiny taste of how that works in real life.

Wenda

Founder, Wendaful.com

THE 5–MINUTE WEEKLY RESET CHECKLIST

FOUR SMALL STEPS. DO THEM ANY TIME THE WEEK FEELS MESSY.

STEP 1: BRAIN DUMP

2 MIN

Write down every thought, task and worry.
Sorting can wait.

GOES TO YOUR INBOX ☐

STEP 2: ENERGY CHECK-IN

1 MIN

How does this week feel? Pick your energy level:
gentle reset, steady flow or high focus?

YOUR ENERGY SETS THE PACE ☐

STEP 3: PICK YOUR TOP 3

1 MIN

Choose the 3 things that matter most this week.
Match them to your energy. The rest can wait.

GOES TO YOUR TASKS ☐

STEP 4: CHECK WHAT'S SCHEDULED

1 MIN

Look at appointments, practices and deadlines.
Add anything that's missing.

GOES TO YOUR CALENDAR ☐

QUICK VERSION

No time? Do steps 1 and 3. A brain dump and your top 3 still count. Something is always better than nothing.

Weekly Reset Form

5 MINUTES TO FEEL GROUNDED AND READY FOR THE WEEK.

BRAIN DUMP

WHAT'S CIRCLING IN YOUR HEAD RIGHT NOW?
(NO PRESSURE. JUST LIST EVERYTHING, EVEN THE MESSY STUFF.)

ENERGY CHECK-IN

This week, I'm feeling...

- ◯ High-energy & ready for focus
- ◯ Mid-energy & can manage structure
- ◯ Low-energy & need gentle tasks

• Any events, stressors, or cycle shifts I need to plan around?

MY TOP 3

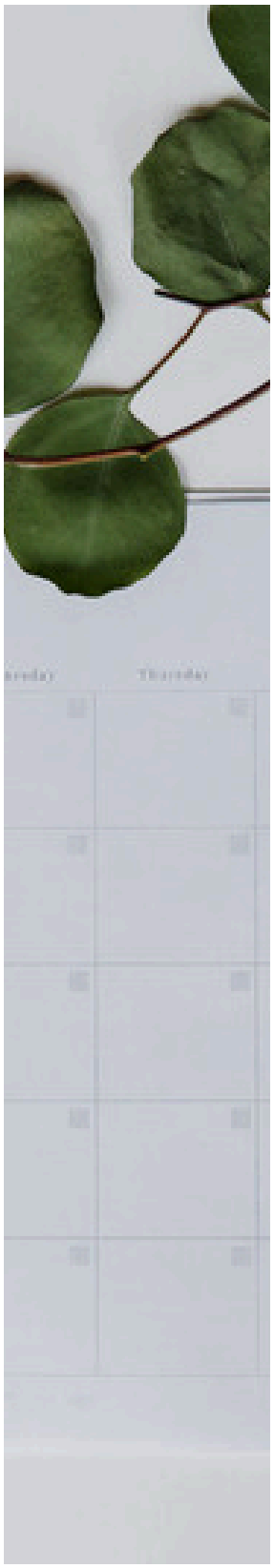
ENERGY NEEDED

1) (L) (M) (H)

2) (L) (M) (H)

3) (L) (M) (H)

ALREADY SCHEDULED



How This Reset Supports Your Goals (Without the Burnout)

This isn't about being more productive. It's about being more consistent in a way that actually sticks.

YOU'LL FINALLY:

- ✔ Use your planner more often (and stop quitting it)
- ✔ Break your goals into manageable pieces
- ✔ Reset without shame when you fall off
- ✔ Build flexible routines that adjust with your energy
- ✔ Track habits without rewriting them 50 times

And the best part? When your energy dips, your brain gets foggy, or your life explodes... your system is still standing.

That's what creates goal progress. That's what keeps your planner useful and not just pretty.

Your Reset Needs a Home

THE RESET SAYS WHAT TO DO. FOUR SPOTS SAY WHERE IT LIVES.

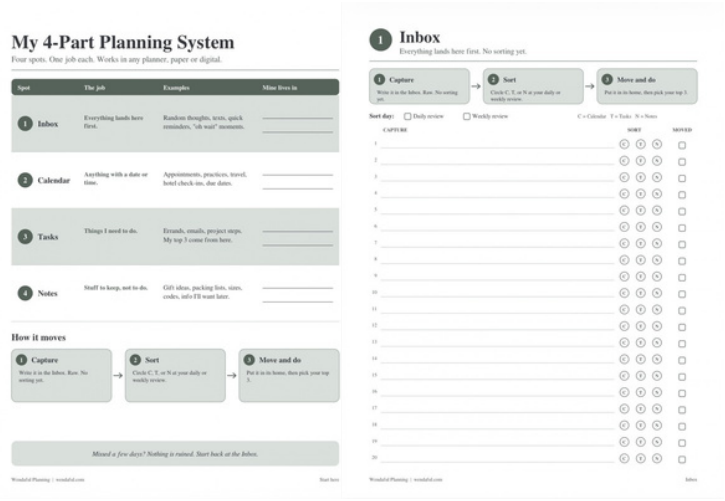
YOUR RESET ALREADY FILLS ALL FOUR SPOTS

BRAIN DUMP → INBOX
STEP 1

WHAT'S ALREADY SCHEDULED → CALENDAR
STEP 4

TOP 3 PRIORITIES → TASKS
STEP 3

IDEAS, LISTS, AND THINGS TO REMEMBER → NOTES
ANYTIME



THE 4-PART SYSTEM SETUP PAGES

5 PRINTABLE PAGES. WORKS IN ANY PLANNER.

Inbox, Calendar, Tasks, and Notes.
One page for each spot.

Ready to use it tonight?

Print the pages and empty your head into the Inbox.
Circle C, T, or N, then move each thing to its home.
Start tiny. Something is always better than nothing.

GET THE 4-PART SYSTEM SETUP PAGES