

~ Monthly Reset Checklist ~

Month / Year:

Tasks for the Month

Task	Complete	Notes
Check birthdays / celebrations / events*		
Budget {see monthly budget resources }		
Monthly goals {see monthly goals resource }		
Update diary / calendar		
Schedule appointments		
Update tasks / projects list		
Food and beauty inventory		
Check social media stats		
Blog / social media plan		
Print photos		
Check phone apps for use / notifications		
Car clear out		
Fridge / freezer clean		

*Birthdays / Celebrations / Events for {enter month}

Birthday / Celebration / Event	Date	Gift ideas	Bought gift / card	Sent gift / card	Misc.
<i>Matt's birthday</i>	<i>02/08/20</i>	<i>Cinema voucher</i>	<i>✓</i>	<i>n/a</i>	<i>Buy a cake</i>
<i>Sam and Gwen's anniversary</i>	<i>414/08/20</i>	<i>n/a</i>	<i>✓</i>	<i>✓</i>	<i>n/a</i>

Notes / Thoughts / Goals