12 Gentle Productivity Resets Checklist

Small, repeatable cues beat willpower. Try one for two weeks before judging whether it works.

- [ ] Say your completions out loud (“I sent the email,” “I made the call”)
- [ ] Use a tiny physical cue instead of pure willpower
- [ ] Cap your visible to-do list at 3 tasks
- [ ] Let your reputation include saying no
- [ ] Borrow a body double for the task you keep avoiding
- [ ] Keep a second list of everything you actually did, planned or not
- [ ] Give any new system 6 full weeks before judging it
- [ ] Off-plan wins still count (a reply sent, a lost item found)
- [ ] Schedule one real rest block into your week
- [ ] Trade one big goal for three small completions a day
- [ ] Pair it with one buffer day that has no fixed plans
- [ ] Let a slow week count as real progress too

You’re not behind. You’re just differently wired.