



KITELINE WEEKLY RESET TEMPLATE

30 Minutes to Recalibrate, Delegate, and Refocus

1. What's On My Plate This Week?

Write down everything swirling in your head, inbox, or task list.

Hint: Don't filter—just brain dump for 5 minutes.

2. What Actually Needs Me?

Separate what truly needs your input from what doesn't.

Must-Do by Me

Delegate or Delay

3. What Needs to Be Delegated?

Move these off your plate. Assign with clarity and a Loom video if needed.

Task → Who

4. What Metrics or Projects Need My Review?

Identify the key areas that require your oversight this week.

5. What's the highest-leverage thing only you can do?

My CEO Focus This Week Is:

Think: growth, clarity, decision-making, or vision.

6. What Can I Say "No" To?

What needs to be paused, canceled, or declined to protect your priorities?

Bonus Check

Use this list to make sure your week is set up for focus and flow.

- ☐ Calendar time is blocked
- ☐ Inbox triaged
- ☐ Priorities clear by Monday AM
- ☐ Team check-in scheduled