

# Weekly Workflow Reset

A simple, strategic framework to help your team align, prioritize, and execute - without burning out

OPS UNTANGLED

## Guide Outline

### 1. Introduction

- What is a Weekly Workflow Reset?
- Why it matters (and who it's for)

### 2. When to Use It

- Signs your team needs this
- Best time to implement

### 3. The 5-Step Weekly Reset Framework

- Look Back: What's stuck?
- Clarify Priorities: What actually matters this week?
- Tighten the Handoffs: Who owns what - and where are things dropping?
- Flag the Friction: What's slowing us down?
- Align on What "Done" Looks like

### 4. Pro Tips for Effective Weekly Workflow Resets

- Who should be in the room
- How to keep it under 30 minutes
- Common pitfalls to avoid

### 5. Printable Weekly Reset Checklist

- 1-page checklist you can use in your next team meeting

### 6. Want to Go Deeper?

- Book an Introductory Consultation

# The Weekly Workflow Reset Guide

## Reduce Chaos. Regain Focus. Realign Your Team in 30 Minutes

### Introduction

Messy handoffs. Missed deadlines. Work that moves—but not in the right direction.

If you're constantly stepping in to clarify who's doing what—or wondering why your team is spinning instead of executing—this guide is for you.

The **Weekly Workflow Reset** is a light-touch, high-impact framework I use with clients to **realign their teams** and **streamline execution**—without adding another meeting that goes nowhere.

### When to Use It

This reset is ideal if:

- You're constantly in the weeds solving problems your team should own
- Meetings feel unproductive or unclear
- Projects stall out, or key details slip through the cracks
- Team members are unclear on what matters *this* week

Run it at the **start of each week**—or midweek if that's when fires tend to flare up. It works in-person or virtually.

## The 5-Step Weekly Reset Framework

### 1. Look Back: What's Stuck?

Start by identifying any work that didn't move forward last week.

- Where did things get stuck or fall through?
- What recurring issues need to be surfaced?

*Pro tip: Focus on patterns, not people.*

### 2. Clarify Priorities: What Actually Matters This Week?

Reaffirm what success looks like *this* week.

- What are the top 3–5 priorities for the team or project?
- What **MUST** move forward to avoid downstream delays?

Keep this tight—this is about focus, not the full to-do list.

### 3. 🔄 **Tighten the Handoffs: Who Owns What?**

This is often where friction hides. Ask:

- Who's responsible for the next step in each priority item?
- Are there any unclear handoffs between people or teams?
- Are we relying on one person to glue this all together?

Clarifying ownership reduces the swirl.

### 4. ⚠️ **Flag the Friction: What's Slowing Us Down?**

Invite the team to identify anything getting in their way.

- Tools? Processes? Conflicting priorities?
- Waiting on input or approvals?

Create space to surface small blockers *before* they become full-blown delays.

### 5. ✅ **Align on What "Done" Looks Like**

End by getting agreement on outcomes.

- What will be "done" by the end of this week?
- How will we know it's done?
- Who needs to be looped in when it's done?

Clarity on "done" improves velocity and accountability.



### **Pro Tips for a Clean Reset**

- **Keep it under 30 minutes**
- Invite the right voices—but not too many
- Don't use this as a status update meeting
- Document decisions (even quick ones)

You can run this as a Monday kickoff, or midweek pulse check—whatever fits your org's rhythm.

## ✅ Printable Weekly Reset Checklist

Use this simple checklist in your next team meeting:

### 📝 Weekly Workflow Reset Checklist

- ☐ Reviewed last week's blockers or stuck work
  - ☐ Named this week's top 3-5 priorities
  - ☐ Clarified ownership on each item
  - ☐ Surfaced current friction points
  - ☐ Aligned on what "done" looks like
  - ☐ Documented takeaways and who's doing what
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## 🎯 Ready to Untangle Your Ops? Let's Talk.

Sometimes, a quick reset isn't enough. If you're tired of being the glue holding it all together, let's talk.

I help busy executives like you design smarter workflows, clarify roles, and get their time and team back on track.

### 👉 [Book Your Introductory Consultation](#)

You'll walk away with a clear **Operations Snapshot** outlining your biggest friction points and a high-level view of where to focus first.