Sunday Night Overhaul (SNO)

Your mission

- Key to success for Overhaulers: Every week, take time to "reset" or "overhaul" your foundational systems. Consistency is key.
- Sunday night overhaul is also known as the SNO, the systems check, systems overhaul, or systems reset.
- Sunday night is the best time for most people to close out their previous week and prep for the new week, but any day will do. What's important is weekly **consistency**.

Directions

1. Each Sunday you do the overhaul at the same time so you build a routine.
2. Use the checklist below to guide you. I made a few versions so you can choose the ones you like.

SNO Checklist
Sunday Night Overhaul

SSS Tidy - Tidy up my SSS. 5-10 minutes. Make sure it is free of clutter and distractions and consider how to make it better for focus.

Backpack Reset - 5-10 minutes. Empty **everything** out and "reset" the backpack. Go through everything, reorganize it, carefully considering the best place to put stuff.

Folder Reset - Go through <u>every</u> single paper carefully and get it in the right place. Make sure name is on everything. Put important papers in front. Take notes in planner if I come across anything that needs to be done or turned in. Reorganize folders and get them into the best place in the backpack. Archive papers I want to keep but don't need to store in my folders. Recycle papers I no longer need.

Planner Update - Update planner thoroughly. Cross off everything from last week. Carefully plan upcoming items for this week. Consider everything: school work, working on long term assignments, appointments, extracurriculars, social events, etc.. Dogear if using a new page.

Portal/Grade Check - Check the detailed view. Look for missings, incompletes, lates, 0s, etc.. Look for patterns.

Advocate - After you examine the grades, email teachers in classes with missing work. Ask them for clear tips & support in reaching my goals.

Inbox - Update your inbox, reply to people, unsubscribe from clutter.

Mindset - Choose a positive mindset about the upcoming week, not the resistant thoughts.

SNO Checklist

Sunday Night Overhaul

1. SSS Tidy
2. Backpack Reset
3. Folder Reset
4. Planner Update
5. Grade Check
6. Inbox
7. Advocate
8. Mindset

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