

SNO, Sunday Night Overhaul

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, systems reset.
- Generally, Sunday night is the best time for most people to close out their previous week and prep for the next week, but any day will do. What's important is consistency.

Directions

- I recommend that each Sunday you do the overhaul at the same time so you can build a routine.
- 2. Either watch the Sunday Night Overal Process video each week to walk you through the process, *or...*
- 3. Use the checklist below to guide you. I made a few versions so you can choose the ones you like.



SNO Checklist

Done?	Task
	SSS Tidy: Tidy up my SSS. 5-10 minutes. Make sure it's free of clutter and distractions and consider how to make it better for focus. Use timer in the SSS.
	Backpack Reset: Empty everything out and "reset" the backpack. Go through everything and reorganize it, carefully considering the best place to put stuff.
	Folder Reset: Go through <i>every</i> single paper carefully and get it in the right place. Make sure my name is on everything. Put important papers in front. Take notes in my 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 keep 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.
	Grade Check: Check the detailed view. Look for missings, incompletes, 0's, etc look for patterns.
	Advocate: After you examine the details of my grades, email teachers in classes where I have missing work. I will definitely resist this at first, but once I do it a few times, it's easy. I will ask them for clear tips & support in reaching my goals.
	Mindset: Do I have a positive mindset about the upcoming week or am I listening to the resistance too much?

SNO Checklist

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

SNO Checklist

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Sunday Night Overhaul	Sunday Night Overhaul	Sunday Night Overhaul
1. SSS Tidy	1. SSS Tidy	1. SSS Tidy
2. Backpack Reset	2. Backpack Reset	2. Backpack Reset
3. Folder Reset	3. Folder Reset	3. Folder Reset
4. Planner Update	4. Planner Update	4. Planner Update
5. Grade Check	5. Grade Check	5. Grade Check
6. Advocate	6. Advocate	6. Advocate
7. Mindset	7. Mindset	7. Mindset
SNO Checklist	SNO Checklist	SNO Checklist
Sunday Night Overhaul	Sunday Night Overhaul	Sunday Night Overhaul
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