

The Entrepreneur Tech Reset Checklist

Use this 10-minute checklist to identify digital habits, distractions, and default settings that may be costing you time, energy, and focus.

Tech Reset Scorecard

Focus & Attention

- ☐ I process email intentionally instead of constantly checking it.
- ☐ On my devices, I use **Focus Mode**, **Do Not Disturb**, or **Quiet Hours**.
- ☐ Most notifications on my devices are turned off.
- ☐ I can work for at least 30 uninterrupted minutes.
- ☐ My calendar includes protected focus time.

Business Systems

- ☐ I use rules, filters, or automation included in my existing software to reduce repetitive work.
- ☐ I can easily find important information when I need it.
- ☐ My inbox is not my only task management system.
- ☐ I add new technology only when it saves me time or adds value.
- ☐ I delegate or eliminate tasks that to maximize the return on the investment of my time

Boundaries & Recovery

- ☐ I have defined work hours.
- ☐ I take breaks and lunch away from my desk.
- ☐ I spend time outdoors most days.
- ☐ I intentionally disconnect from work during personal time.
- ☐ I have a routine that helps me end my workday.

Score Yourself:

13-15 = Sustainable Growth Zone | 8-12 = Opportunity for Improvement | 0-7 = Reset May Be Needed



Create Your Personal Reset Plan

If your score is lower than you'd expected, here are a few tasks to try over the next month to get you back on track.

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| ☐ Turn off non-essential notifications | ☐ Establish office hours and focus time |
| ☐ Remove distracting apps from your home screen | ☐ Create email rules and filters |
| ☐ Use Do Not Disturb during deep work | ☐ Schedule dedicated email-processing times |
| ☐ Schedule a daily outdoor break | ☐ Create communication expectations for clients |
| ☐ Put devices away during meals | |

Lead with Intention

If you are leader, ask yourself:

- ☐ Do I model healthy digital boundaries?
- ☐ Do I expect immediate responses?
- ☐ Do my employees have uninterrupted focus time?
- ☐ Are alerts being confused with priorities?

💡 **Start small.** Make a commitment TODAY. Keep yourself accountable by listing the ONE digital habit you'd most like to improve:

Additional Resources:

- [Tech Reset: Mindful Habits in a Digital World](#)
- [Time Management: 5-Day Email Course](#)
- [Introduction to Automation: Getting Started](#)

Ready for a Deeper Reset?

Follow us on [Eventbrite](#) and join an upcoming live virtual training class. Learn to reduce digital overload, create healthier work boundaries, use **Microsoft 365** or **Google Workspace** more effectively, build systems that protect your focus, and lead a healthier, more productive team.