

THE FRIDAY RESET CHECKLIST

Real-world lessons for legal support professionals.

A 15-minute end-of-week routine for legal support professionals who are tired of starting Monday already behind.

Before You Log Off...

Calendar & Deadlines

- Review next week's calendar
- Confirm hearings, meetings, and filing deadlines
- Check for scheduling conflicts
- Review reminders and ticklers
- Flag anything waiting on attorney/client response
- Double-check anything that could ruin your Monday before 9:07 AM

Email Cleanup

- Respond to quick pending emails
 - Flag emails requiring follow-up
 - Move completed items out of inbox
 - Check sent emails for unanswered questions
 - Review calendar invites that somehow multiplied overnight
 - Close seventeen tabs pretending to be productivity
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File & Case Management

- Save documents to the correct matter
 - Rename mystery PDFs before they become permanent
 - Update case notes/status trackers
 - Review task lists for incomplete items
 - Confirm draft versions are finalized correctly
 - Make sure “FINAL_FINAL_USETHISONE” is not the official file name
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Monday Prep

- Write Monday priority list
 - Identify urgent follow-ups
 - Prep materials needed for morning meetings
 - Leave yourself notes like a responsible adult
 - Review anything likely to generate chaos first thing Monday morning
 - Ignore the temptation to “just do one more thing” at 5:42 PM
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Mental Reset

- Clear workspace
 - Fill water bottle/coffee supplies for Monday
 - Shut down your computer before answering one last email
 - Remember that not every problem is yours to carry into the weekend
 - Take a breath before next week starts swinging
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A Note from The Supporting Case

Legal support work moves fast. Most days are spent managing deadlines, solving problems before anyone else notices them, and keeping everything moving behind the scenes. By Friday afternoon, it is easy to close your laptop and hope Monday figures itself out on its own.

This checklist was designed to help create a cleaner transition between weeks. Not to add more pressure or create the illusion that every task can always be perfectly wrapped up by Friday at 5:00 PM. That is not realistic in this profession.

Instead, think of this as a quick operational reset. A chance to review what matters, close loops where you can, and give yourself a better starting point for the week ahead.

Use what works. Ignore what does not. Adapt it to your role, your workflow, and your reality.

The goal is not perfection. The goal is fewer Monday surprises.

