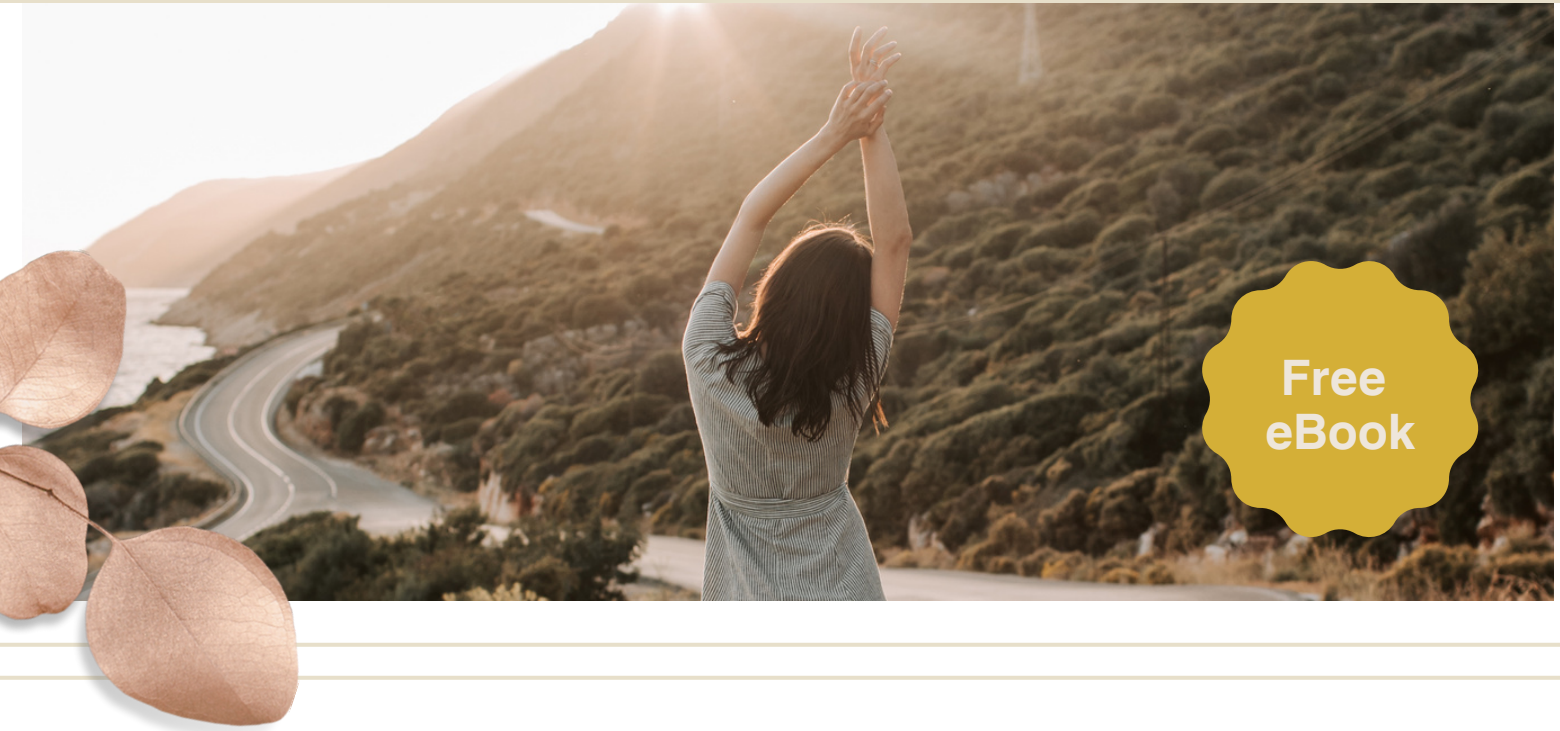




Free
eBook

Let's Get Started

WEEKLY RESET TEMPLATE

FOR SCHOOL LEADERS & CHRISTIAN
EDUCATORS





HEY, I'M EMILY

Welcome to Your Weekly Reset

Leadership doesn't stop when the bell rings. Between meetings, parent emails, and endless to-do lists, it's easy to forget that God never asked you to lead on empty. This Weekly Reset Template is your invitation to pause, breathe, and realign your heart with His.

Each week, you'll take a few moments to reflect on what's been, reset your health, and refocus on what truly matters—so you can lead from overflow, not exhaustion. You'll rediscover clarity, restore your energy, and remember that the most powerful thing you can bring to your school is a rested, Spirit-led you.

As you begin, take a moment to pray:

“Lord, lead me as I lead others. Let my rhythms reflect Your rest, my leadership reflect Your grace, and my week reflect Your wisdom.”

You're not just managing a school—you're shaping hearts and cultures for the Kingdom. Let this be your rhythm of renewal.

LET'S DO IT!



“WHEN LEADERS PAUSE
TO REST, HEAVEN HAS
SPACE TO RESTORE
WHAT HURRY HAS
STOLEN.”

@schoolcoaching_co





WHY A WEEKLY RESET MATTERS

School leadership never “ends.” The inbox is never empty, the to-do list never complete. Without rhythms of reset, exhaustion becomes normal and vision gets buried under admin.

This Weekly Reset Template helps you pause, reflect, and reset every week—so you lead with clarity, health, and purpose.

LET'S DO IT!



Step 01.

REFLECT ON THE WEEK THAT'S PASSED

Take 10 minutes. Write short, honest answers.

- Wins: What are 3 highlights from this week (big or small)?

- Challenges: What drained my energy most?

- Culture Check: Where did I see staff thrive? Where did they struggle?

- Faith Lens: Where did I notice God at work this week?

enjoy the process

Step 02

RESET YOUR LEADERSHIP HEALTH

Protecting your health protects your school. Choose 1 action in each category for the week ahead:

- Rest / Sabbath Block:

- Movement / Exercise:

- Relationships / Family / Friends:

Circle your non-negotiables. Commit to them as seriously as you would to a meeting.

Step 03

PLAN FOR THE WEEK AHEAD

Bring focus to what matters most.

- Top 3 Leadership Priorities:

- One Staff Investment (encouragement, coaching, support):

- One Student Investment (listen, encourage, notice):

- One Culture Action (a small step to strengthen trust, teamwork, or wellbeing):

Step 04

FINISH WITH PRAYER OR INTENTION

Write a short prayer or statement for the week.

Example: “Lord, give me wisdom, courage, and rest. Help me to lead from a place of overflow, not exhaustion.”

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

WEEKLY RESET SUMMARY (ONE- PAGE SNAPSHOT)

- 3 Wins
- 1 Biggest Challenge
- My Non-Negotiables (Rest / Movement / Relationships)
- Top 3 Priorities
- 1 Staff / 1 Student / 1 Culture Action
- Prayer or Intention

Pro Tip: Do your Weekly Reset on Friday afternoon before you leave school. You'll walk into the weekend lighter, and walk into Monday prepared.



NEXT STEPS

You now have a tool to stop running on empty and lead from a place of overflow. The template helps you pause and reset—but sometimes you need someone walking with you to hold the bigger picture.

That's where our team comes in. We help Christian school leaders build rhythms of health, boundaries, and clarity so they can thrive long-term.

Book a quick chat with one of our coaches. We'll help you personalise your reset so you can sustain both your wellbeing and your leadership impact.

[book a call](#)

