



A LITTLE HELP TO GET YOU STARTED

Quick Starter Kit

Clear your thoughts. Choose a direction.

Take one useful step.

A simple planning routine

Practical examples

Five reusable worksheets

OUR THANK-YOU FOR VISITING



Something good starts here

Welcome to Bridgewood Resources. Thank you for stopping by. This kit is our gift to you: a small collection of practical exercises to help you turn a busy mind into a clearer next step.

We create practical resources for work, life, and what comes next. This kit introduces our approach: choose what matters, make the next step manageable, and build a routine you can actually use.

How to use your kit

Set aside ten to fifteen minutes. Read the examples, then complete the worksheets at your own pace. Print the pages you need, or write your answers in a notebook while reading the PDF. These are printable worksheets, rather than interactive form fields.

Start with a quick reset, choose a direction, make an action plan, map out a realistic week, and finish with a progress review. Reuse any page whenever you need a fresh start.

You do not need to complete everything today. One useful action is enough to begin.

No purchase or email signup is required. Enjoy your gift.



1. Make room for what matters

Start by writing down the tasks, decisions and reminders taking up space in your head. Spend a few minutes capturing them before trying to organize them.

Example: reply to an enquiry, organize a folder, book an appointment, or choose a project to begin.

What is on my mind?

What needs attention soon?

What can wait, be simplified or be removed?



2. Choose a useful direction

Pick one area where a small improvement would help. It might be your daily routine, a personal goal, your work, or an idea you want to explore. Describe a result you can influence.

Example: "By the end of this week, I want my important documents together in one clearly labelled folder."

The area I want to improve

A realistic result I would like to achieve

Why this matters to me right now



3. Turn a goal into a first step

Break your chosen result into three small actions. Start with something clear enough to do without more planning. Choose a time, a place and the materials you need.

Example: gather the loose documents, sort them into three groups, then label the folders. Begin with ten minutes of gathering.

My three small actions

The first action, and when and where I will start

What I need ready, and how I will handle an interruption



4. Give your week some space

Write down your fixed commitments first. Choose up to three priorities and give each one a realistic time slot. Leave some room for changes and rest.

Example: Monday, ten minutes to gather papers; Wednesday, fifteen minutes to sort; Friday, ten minutes to label and file.

Fixed commitments I need to work around

My priorities and their planned time slots

A fallback plan if my week changes



5. Review and keep moving

Look back at what you tried. Notice what helped and what made things difficult. Use that information to choose your next step; you do not need a perfect week to make progress.

Example: "Ten-minute sessions helped me begin. Next week, I will keep the same short sessions and prepare the folder in advance."

What I tried and what changed

What helped, and what I will adjust

My next useful action and when I will do it



Your next chapter starts here

Keep this kit somewhere you can find it. The worksheets are designed to be reused whenever you need to clear your thoughts, plan a week or move an idea forward.

When you want more structure

Explore Bridgewood Resources for planners, templates, e-books and practical digital tools. Choose resources that support the next step you actually want to take.

Purchase bonuses

We also offer starter bundles with qualifying purchases. Visit the website for current offer details and eligibility. The purchase bundles are separate from this free visitor gift.

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