

## **SOP: Weekly Clean-Up & Perfect Week Reset**

**Owner:** HR

**Audience:** All DKK Employees

**Purpose:** Establish a simple, powerful weekly ritual that keeps every team member organized, focused, and aligned with company priorities.

### **1. Purpose**

DKK operates at high speed, builds best-in-class products, and expects clean execution across every role.

To support this, every employee follows a Weekly Clean-Up and Perfect Week Reset routine every **Sunday night**.

This ensures you start Monday with clarity, discipline, and a ready-to-execute plan.

This SOP applies to everyone in the company, including new hires from day one.

### **2. When to Perform**

**Every Sunday before end of the day.**

This is part of DKK culture and daily operating rhythm.

### **3. Initial Setup (Done Once on Week 1 of Employment)**

#### **Step 1: Create Your “Weekly Clean Up” Group**

In **Monday.com**, create a new group titled:

#### **Weekly Clean Up**

#### **Step 2: Add These Tasks into the Group**

1. Desktop cleanup
2. Review photos
3. Review notes
4. Empty Outlook inbox (Inbox Zero)
5. Review sent email from the past week
6. Review “My Work” in Monday and block the week
7. Review ongoing projects and Rocks in Monday

8. Set Top 3 outcomes for the coming week
9. Add daily buffer time to your calendar
10. Review Waiting-For items
11. Weekly reflection
12. Clean physical workspace
13. Finalize weekly calendar
14. Send weekly report to manager

### **Step 3: Set the First Deadline**

Set the group deadline to the upcoming Sunday.

Example: If today is Nov 23, set the due date to **Sunday, Nov 30**.

### **Step 4: Set the Recurrence**

Each week:

When you finish the checklist, **move all tasks forward exactly one week**.

This keeps the weekly rhythm continuous.

## **4. Weekly Clean-Up Steps**

Complete the following every Sunday night:

### **1. Clean your laptop desktop**

Clear screenshots, downloads, drafts, and leftover files.

Everything must be filed or deleted.

### **2. Review your photos**

Move any ideas, screenshots, inspirations, or sketches to Monday.com.

### **3. Review your notes**

- Customer follow-ups
- Product ideas
- Meeting notes
- Personal task reminders

Convert all actionable notes into Monday.com tasks.

#### **4. Empty your Outlook inbox (Inbox Zero)**

Sort, archive, delete, or convert emails to tasks.  
No loose emails should remain.

#### **5. Review your sent email from the past week**

Quick scan for:

- pending responses
- commitments you made
- items to follow up on
- lost opportunities

Don't let anything slip.

#### **6. Review "My Work" in Monday.com**

Check everything assigned to you.  
Update statuses and block time on your calendar to match key tasks.

#### **7. Review Ongoing Projects & Rocks (inside Monday.com)**

Monday.com is the single source of truth.

Review:

- your Rocks
- your projects
- cross-functional items
- anything waiting for you

Confirm next actions exist for every active project.

#### **8. Set Your Top 3 Outcomes for the Week**

Define the **three most important results** that support:

- your KPIs
- your manager's KPIs
- your quarterly Rocks
- company goals

These are outcomes, not tasks.

#### **9. Add Daily Buffer Time**

Block at least **30–60 minutes per day** for unexpected issues.  
This prevents schedule collapse and keeps you in control.

## **10. Review Waiting-For Items**

Check all items you're waiting on from:

- teammates
- suppliers
- the factory
- accounting
- cross-functional approvals

Follow up to unblock work.

## **11. Weekly Reflection (60 seconds)**

Answer two quick questions:

- What worked well last week?
- What didn't work and must change?

## **12. Clean your physical workspace**

- Desk
- Notebooks
- Paper
- Packaging samples
- Coffee shop equipment (if applicable)

Start the week with a clean environment.

## **13. Finalize your calendar**

Make sure next week is structured and realistic.

## **14. Send weekly report to manager**

Make sure your weekly report to the manager is sent and received.

## **6. Rolling Forward to Next Week**

After completing the entire reset:

- Select all items in the Weekly Clean-Up group
- Change all due dates to the next Sunday

- Do NOT mark items as “Done”
- They reactivate next week on schedule

This keeps everyone in sync.

## **7. Manager Responsibilities**

Every manager must:

- Ensure their team sets up the Weekly Clean-Up group in their first week
- Reinforce the ritual in 1:1s
- Review adherence as part of quarterly check-ins
- Model the behavior themselves

This is non-negotiable across DKK.

## **8. Cultural Expectation**

This ritual is part of how DKK maintains speed, discipline, and excellence.

We build world-class products — the structure behind our work must match that standard.

A clean Sunday leads to a powerful Monday.

A powerful Monday leads to a winning week.