

CALM IN THE CHAOS

Operational Clarity • Calm Execution • Seamless Strategic Support



EDITION ONE | MAY 2026

Welcome to the very first edition of Calm in the Chaos. I'm Megan aka MK, the founder of MK Smart Business Solutions. I'm an Online Business Manager based in Bendigo and I've spent nearly two decades working in and around busy operations, chaotic inboxes and the very real mental load of juggling work and life that keeps you awake at 11pm wondering if you forgot something.

This is a monthly newsletter and I've kept the format simple on purpose. I know how strapped for time everyone is. One tip you can use straight away. One resource worth your time. One honest note from me. No fluff. No lengthy intros. Straight into it.

THIS EDITION'S TIP

Start the week before it starts you.

Here's a question worth sitting with. When did you last spend 10 minutes actually looking at your week before it began?

Not scrolling through your phone. Not clearing a few emails. Actually looking at what is coming, what is still outstanding and what you can let go of.

It's called a weekly reset and it is the simplest habit I know that makes the biggest difference for people who feel like they are always one step behind.

Pick a consistent time once a week and protect it. For me it is Friday afternoon to set myself up for the week ahead, or if Friday slips away it is the first thing I do Monday morning. Spend 10 minutes reviewing what is ahead, capturing anything outstanding and clearing the mental clutter before the week runs away with you.

You are not planning every hour. You are just giving yourself a moment of clarity before it all begins.

TIP

Here is where most people come unstuck. They sit down to do the reset and realise their tasks are in three different apps, their notes are split between a notebook, a phone, a sticky note on the monitor and their follow-ups are a pile of starred emails they have been meaning to get to.

That is where the one home rule comes in.

Pick one place for tasks. One place for notes. One place for things to follow up on. It does not matter what the tool is. What matters is that it is consistent, that you trust it and that you actually go back to it. The moment you have two places for the same thing, you are guaranteed to drop something. When your brain knows there is one home for everything, it stops trying to remember it all. That is when the overwhelm starts to lift.

This week: do your reset and choose just one category to consolidate. Tasks, notes or follow-ups. Move everything into one home. You will feel the difference immediately.

In future editions we will get into specific tools and exactly how to set this up, whether you are using Microsoft 365, Google Workspace or just a good notebook.

Reset. One home. That is it.

5 Ways Your Outlook Inbox Is Costing You Time

If your inbox is the place where tasks go to disappear, I put together a free guide just for you. A quick two-page read that names the five most common inbox habits that quietly drain your day and points you toward the fix for each one.

[GRAB IT HERE](#)

Gmail people, your version is coming soon.

A NOTE FROM ME

I'll be honest. I almost did not write this newsletter.

Not because I did not want to, but because Edition 01 felt like a big deal. Like I had to get it exactly right. Then I remembered why I decided to take this leap in the first place. To help people!

Every evening when I clocked out of my shift I clocked straight into my other full time job. Keeping on top of life. School calendars, sport schedules, birthday invites, family events, social plans, medical appointments, last minute costume or pupil free days and working around rotating work rosters. Miss a day or two and you are a month behind before you know it.

I had a moment with my beautiful Nan where she reminded me that life is busy because you make it busy. She was right, we try to do it all in the fear of missing out. I did not want that for myself or our family anymore. I wanted to work smarter, not just harder. And I wanted to show my girls that you can chase your dreams.

So with the backing from my amazing husband I took the leap and started to build MK Smart Business Solutions. And this newsletter is part of that. A monthly note with something practical, something useful and a little bit of real.

I cannot be everyone's OBM, I can share what I know in the hope to make someone's life that little bit easier. And that is something I genuinely love doing.

Thank you for being here for Edition 01. It means more than you know. If anything in this edition resonates or you want to share your own version of chaos, feel free to reply. I'm always here.

MK 

P.S. I have some practical guides and resources in the works that go much deeper on the tools and systems I use. Keep an eye on your inbox. The first ones are nearly ready.



MK SMART BUSINESS SOLUTIONS

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