

CALM IN THE CHAOS

Operational Clarity • Calm Execution • Seamless Strategic Support

EDITION 02 | JUNE 2026



Welcome the Calm in the Chaos Newsletter. For those of you who are new 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.

THIS EDITION'S TIP

Close the day before it closes you.

We have all heard about the weekly reset and many of us have tried different versions of this over the years.

Here's the thing it only works if you actually make it to the end of the week with something left in the tank. By the time 5pm rolls around, the brain is generally done, mine is anyway. However the tabs are still open. The emails are still sitting there with the reply started but not complete. The task you meant to finish is hovering somewhere between your notes app and a sticky note you cannot find.

So we close out the day and say I'll finish that tomorrow. Then we start the next day already playing catch up.

The fix is not another app. It is five minutes at the end of the day to do what your brain is trying to do anyway. Offload it. Get it out of your head and into your one home. It is called an end of day capture and it looks like this.

Before you sign out at the end of the day, take five minutes. Write down everything that is still floating. Not just tasks. Anything that is taking up space. An email you need to send. A question you forgot to ask. Something you said you would follow up on.

Then check what is still open from today. Not to feel bad about it. Just to acknowledge it and decide, does it move to tomorrow, to a task with a due date, can it be delegated to someone else or simply deleted.

Then take one quick look at tomorrow. Not to plan every hour. Just to know what is coming so your brain can stop trying to hold it overnight.

That is it. Five minutes. Everything out, everything acknowledged, one glance forward.

The goal was never to get more done. It was to have enough of yourself left at the end of the day.

The weekly reset starts the week right. The end of day capture is what gets you there.

I have put together a free guide that walks you through exactly how to set this up with whatever system you already use.

Your End of Day Capture: A Simple Five Minute Guide

A one-page guide covering the three questions to ask yourself at the end of every day and how to set it up in Outlook, Google Workspace or a notebook.

[GRAB IT HERE](#)

To stay up to date with all my free resources check out my website for details.



A NOTE FROM ME

June has arrived and honestly it arrived way too fast.

Between celebrating my husband's 40th, school camp, all things netball and everything else in between, May was full in the best possible way. I have also been back doing casual shifts, mostly process improvement work which I genuinely love, that means MK Smart Business Solutions has had to fit around life rather than the other way around. Life does not pause while you are building something. That is not a complaint. It is just the reality.

This time of year is hard. The novelty of a new year has well and truly worn off. All the winter viruses are going around. Winter sport season is well and truly underway. School holidays are looming. Everyone is trying to hold it all together while running on less sleep and more cough medicine than anyone cares to admit.

You are not behind. Welcome to Winter!

What I have learned is that the systems I talk about in this newsletter are not just good business practice. They are what make it possible to show up for all of it without feeling like you are constantly dropping something. The five minutes at the end of the day is not a productivity hack. It's to help make the load feel a little bit lighter so you can actually be present for the parts that matter.

Thank you for being here for Edition 02. If you tried the end of day capture and it helped, I would love to hear about it. Just hit reply.

MK

P.S. If someone you know could use a little less chaos in their day, please pass this along. Growing this newsletter one reader at a time means everything to me.



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