

CALM IN THE CHAOS

Operational Clarity • Calm Execution • Seamless Strategic Support

EDITION 03 | JULY 2026



Welcome to Edition 03 of Calm in the Chaos. I'm Megan aka MK, the founder of MK Smart Business Solutions, an Online Business Manager based in Bendigo.

This is a monthly newsletter and I've kept the format simple on purpose. One tip you can use straight away. One resource worth your time. One honest note from me.

THIS EDITION'S TIP

Reset the week, even when the week has no shape.

Term two is done. If the last week felt like a blur of parent teacher interviews, dress up days and permission notes you found at 9pm, you are not alone, and you made it.

Now you are into the school holidays, and here is the thing nobody tells you. The weekly reset matters more right now, not less.

TIP

During term, the week has a shape even when it is chaotic. School drop off, pickup, the same days for sport and activities. That structure does a lot of the thinking for you, whether you notice it or not.

Holidays remove that shape.

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

There is no built in rhythm telling you what day it is or what is supposed to happen when. Work still needs to happen. Kids still need feeding, entertaining and occasionally separating. And without the usual markers, it is easy to lose track of what you actually need to get done versus what just feels urgent in the moment.

This is exactly when ten minutes to look at your week pays off. Not to plan every hour of the holidays. Just to ask yourself three things.

What is actually coming this week?

What is still outstanding from last week?

What can you let go of, at least until term starts again?

You do not need a different system for holidays. You need the same one, used a little more deliberately to help hold the week together for you.



Your Weekly Reset: A Simple Guide

A short guide covering the three questions to ask yourself at the start of every week, and how to set it up in Outlook, Google Workspace or a notebook. This one pairs naturally with the End of Day Capture guide from last edition. Reset the week, close the day, repeat.

[GRAB IT HERE](#)

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



A NOTE FROM ME

We made it to the holidays.

Last week was the kind of week where you do not look for perfection, you're in survival mode and guess what we made it. Parent teacher interviews, dress up day, a pupil free day that appeared out of nowhere. If you are reading this with a slightly clearer head than you had a week ago, that tracks.

We are only a few days into the holidays and if I am honest, this is already its own kind of chaos. Different shape, same need to keep work moving and the normal routine has gone out the window. Case in point. I logged into work this morning, sent the team a Friday dance gif and genuinely believed it was Friday. It is only Tuesday. The holidays have been going for one day.

I will not pretend I have this fully figured out. What I do know is that the systems we have talked about so far, the weekly reset and the end of day capture, are not just useful when life is normal. They are most useful exactly when life is not. They give you something steady to come back to when nothing else around you is.

So if these next few weeks feel a bit looser than usual, that is fine. Use the reset to hold onto what actually matters and let the rest go.

If the holidays have you in their own version of chaos, remember to be kind to yourself you're doing a fabulous job!

Thank you for being here for Edition 03.

MK

P.S. If you have not grabbed the End of Day Capture guide from last edition yet, now is a good time. The two work well together.



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