A Note From Me

I don't pretend to be the guru of planning and I certainly didn't come up with the systems I use. I have adapted different systems from other people and made them work for me.

My weekly planning always starts with a brain dump of everything I need to do. Then I rank each item as a 1, 2 or 3 based on the priority level of the task. A 1 has to get done no matter what, a 2 should get done and a 3 would be nice to get done.

Start with making your list of everything you need to do for the week, then rank the tasks according to their priority level and then lastly schedule the tasks for certain days of the week based on your schedule and time for each item.

Brain Dump

Week of: _____

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
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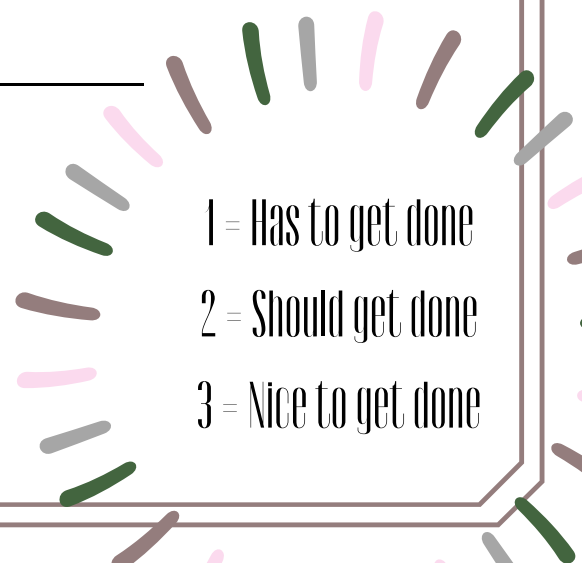- ☐ _____

1 = Has to get done

2 = Should get done

3 = Nice to get done

Plan For The Week

Week of: _____

APPOINTMENTS

Day/Time   Event

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

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GOALS

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Daily Plan

Day _____

SCHEDULE

Time	Event
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

HAVE TO:

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SHOULD DO::

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NOTES

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_____

_____

WANT TO:

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