

Weekly

PLANNING CHECKLIST



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How To Guide



TIPS FOR GETTING THE MOST OUT OF YOUR CHECKLIST

- **Start small:** If you feel stuck, just fill in one day or even a single task to get going.
- **Be flexible:** Life happens! If plans change, simply adjust your checklist—no guilt needed.
- **Visual cues help:** Make your week easier to see at a glance by adding color, stickers, or icons.
- **Progress over perfection:** Celebrate what you accomplish, rather than worrying about what's left undone.

SUGGESTED TIMING FOR EACH STEP

1. **Set Up Your Week** – Do this on Plan Sunday (or whatever day suits you). Take 10–15 minutes to get organized for the week ahead.
2. **Prioritize & Break It Down** – Spend about 5 minutes each evening or on the day itself to identify your top priorities and break them into smaller steps.
3. **Plan Your Days** – Take 5–10 minutes, either the night before or in the morning, to map out your must-do's and self-care for the day.
4. **Visual Reminders & Motivation** – Less than a minute each day to update your checklist, move sticky notes, or add a little color or encouragement.
5. **Daily Quick Review** – Spend 2–5 minutes every evening or morning to glance over your checklist, move unfinished tasks forward, and celebrate your wins.
6. **Weekly Reflection** – At the end of the week, take 10–15 minutes to reflect on what went well, what was tricky, and what you're proud of. Use this time to plan gentle tweaks for next week.



Weekly Plan



DATE:

S M T W T F S

1. SET UP YOUR WEEK

- ☐ Grab your planner, notebook, or digital tool
- ☐ List out all appointments, deadlines, and must-do's for the week
- ☐ Assign a "theme" or focus to each day (e.g., Errand Tuesday, Craft Day, Admin Day, Chill & Catch Up Saturday)
- ☐ Brain dump: jot down everything on your mind (tasks, reminders, ideas—get it out of your head and onto paper)

2. PRIORITIZE & BREAK IT DOWN

- ☐ Pick your Top 3 Priorities for the week (What really matters most?)
- ☐ For each priority, write the smallest first step (e.g., "Email dentist" instead of "Sort health stuff")
- ☐ Color code or highlight urgent/important tasks (use stickers or symbols if you like!)

3. PLAN YOUR DAYS

For each day, fill in:

- ☐ Must-do's (appointments, work, family commitments)
- ☐ 1–2 small tasks from your priorities (keep it realistic!)
- ☐ Buffer time for transitions or unexpected things
- ☐ Self-care (tea break, walk, craft, downtime—schedule it in!)

DATE:

S M T W T F S

4. VISUAL REMINDERS & MOTIVATION

- ☐ Keep your checklist visible (on the fridge, desk, or open on your device)
- ☐ Use sticky notes, checkboxes, or a “Done” column to track progress
- ☐ Set alarms/timers for key tasks or transitions
- ☐ Add a fun element: doodle, use washi tape, or add a motivational quote

5. DAILY QUICK REVIEW

- ☐ Glance at tomorrow’s plan
- ☐ Move unfinished tasks forward (no guilt—just reschedule!)
- ☐ Celebrate a win: What did you accomplish today? (Write it down or give yourself a gold star!)

6. WEEKLY REFLECTION (END OF WEEK)

- ☐ What went well?
- ☐ What felt tricky?
- ☐ Buffer time for transitions or unexpected things
- ☐ What do I want to change or try next week?
- ☐ One thing I’m proud of: _____

Day	Theme/Focus	Must Do's	Proirity Task	Self-care	Buffer/Notes	Done?
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

