

HOW TO USE THE WEEKLY PLANNER

Set a reminder on your phone or calendar to fill out a weekly planner page every Sunday. It should just take a few minutes.

1. **PROJECT/GOAL.** List any important projects you would like to tackle this week, such as writing assignments, organizational tasks, or developing new habits. For each one, write down the next concrete step you would need to take.

2. **COMMUNICATION/FOLLOW-UP.** Write down any emails, meetings, or calls that depend on other people, to make sure they have been informed, thanked, or followed-up on.

3. **TASKS.** In any order, write down anything else you can think of that needs to get done this week, including errands, homework assignments, exercise, etc.

4. **WEEKDAY SCHEDULE.** Choose a good day for every item you've listed above. Start with priority items (projects and assignments), and then fit in errands and communications around them.

Every morning, fill out a *daily* planner page to assign specific time slots and amounts of time to each task.

WEEKLY PLANNER: 12/3-12/9

PROJECT/GOAL	NEXT STEP
Finish Essay	Review draft + list themes
Clean out email	Make folders
Holiday Shopping	2 hrs @ Elmwood

COMMUNICATION/FOLLOW-UP:
<ul style="list-style-type: none"> • Send reminder about Thurs. Mtg • Thank A.Z. for hosting • Library book arrives Tuesday?

TASKS						
<ul style="list-style-type: none"> • Make eye appointment • Grocery shopping • Read 100 pages • Make slideshow for Friday 						

MON	TUE	WED	THU	FRI	SAT	SUN
am Reminder emails + calls	am Slideshow Prep	am Essay (pt 1)	am Elmwood Shopping	am Essay (pt 2)	am	am
pm Groceries	pm Call library Read 20 pp.	pm Read 20 pp.	pm Read 20 pp.	pm Read 20 pp.	pm MOVIE NIGHT	pm Read 20 pp.