

# Plan Your Week

(Weekly Planner Sheet)

One way to become your word and hold yourself accountable is to plan out your week, write it down, and follow through with it. Each Sunday, sit down and seriously carve out your schedule—it should take about 15-20 minutes. At the beginning of each day (or the night before), make a To-Do List consisting of 3-5 major tasks and prioritize them. Each day work your way through the list focusing on one task at a time.

Week of \_\_\_\_\_

Tasks	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
#1							Make next week's plan
#2							
#3							
#4							
#5	Plan Tuesday	Plan Wednesday	Plan Thursday	Plan Friday	Plan Saturday	Plan Sunday	

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6 to 9							
9 to 12							
12 to 3							
3 to 6							
6 to 9							

