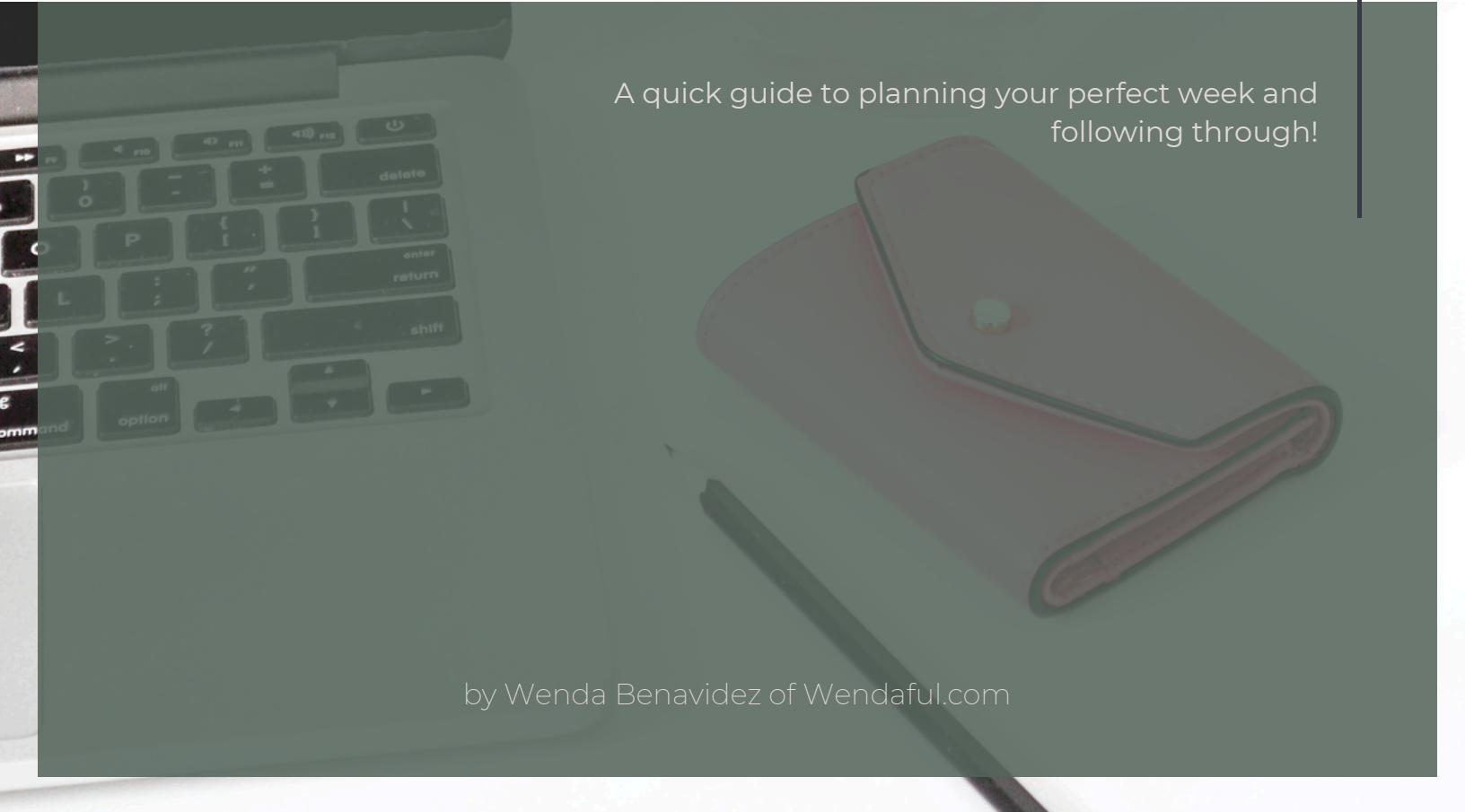




PLAN YOUR BEST WEEK EVER

# WONDERFUL *Weeks*



A quick guide to planning your perfect week and following through!

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**A**re you ready to boost your productivity? Want to achieve your personal best at home and at work? You may feel like you have ZERO time to get anything done. No time for your housework, cooking, and especially no time to be working on your goals or your business.

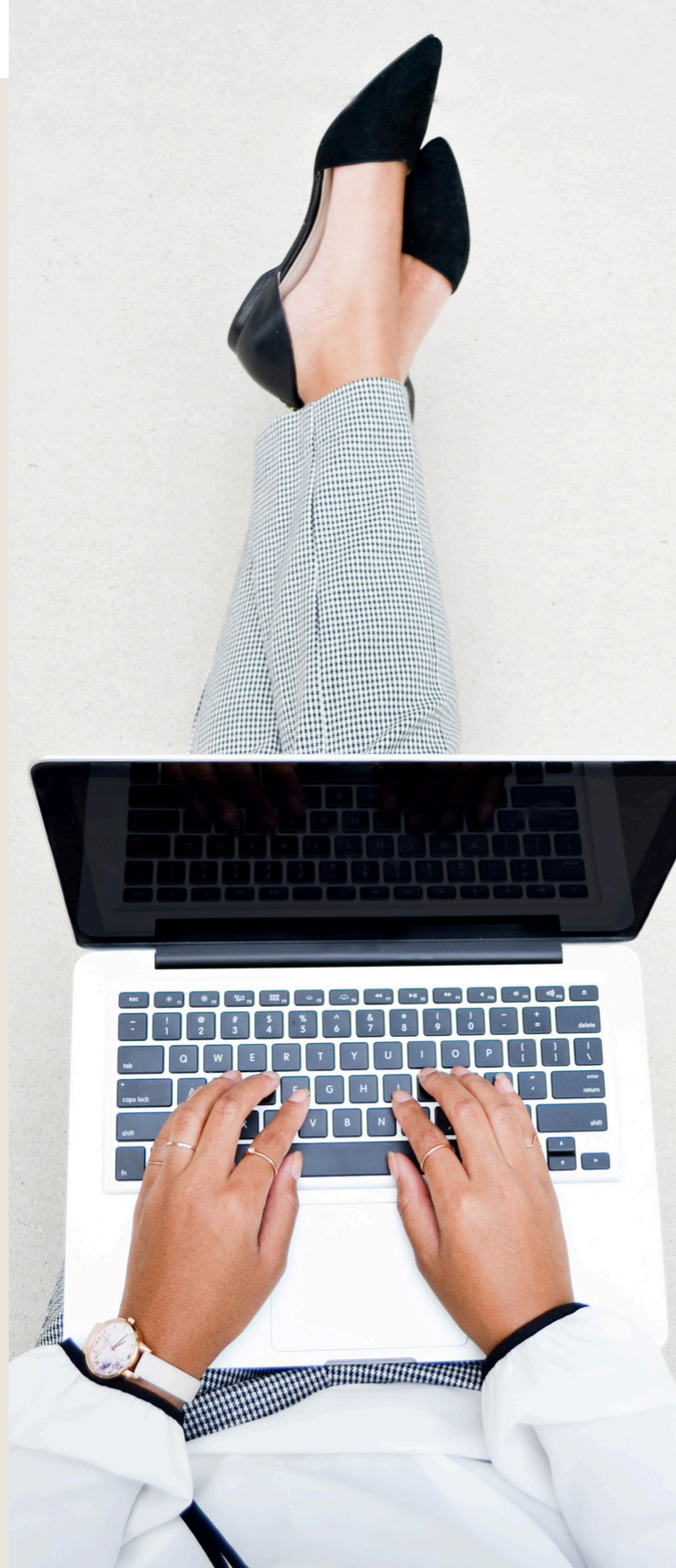
Well I am here to help! You *can* have the time to do what needs to be done, but it starts with planning everything ahead of time!

You may not like planning because things hardly ever go as planned right? But when you have you a plan it can make it a lot easier to work around. Aren't you tired of working for hours only to find at the end of the day that you weren't productive at all?

With a plan, you'll get a lot more done in a lot less time. As a result, you'll have more free time to focus on the things you love and that really matter.

When you plan correctly, you will be much more organized and productive.

In this quick guide I will be walking you through how to create your weekly schedule and how to plan your week using it every day!



" Trust the process."

# Planning Methods

There are tons of ways to plan your day, week, or month. Everyone has a different style of planning, but here are some I have tried and love! Feel free to try these out so you can find the best planning technique for you!

## Google Calendar

This is easy to use and can really help you get organized. Just create sub-calendars for different areas of your life and set them up. Add in your tasks to your schedule and watch them get done every day! You can plan ahead and empty your mind knowing it's in a trusted system that will come back to remind you when you need it.

## Google Keep or Note-taking App

If you like lists, you will love Google Keep. You can make as many lists as you want in a post it note style but in Google Keep you can assign colors, labels and more to organize your lists! I love using this as an inbox as well as for our shopping lists which I share with my husband. [Learn more how I use Google Keep with my Google Calendar here.](#)

## A project management tool like ClickUp, Motion, Trello or Asana

If you have tons of projects and want an even more organized way of organizing all of your tasks I would recommend using a project management tool. I use this for my blog and business. It is my resource center and keeps me up to date on everything. [Watch my ClickUp video here.](#) I also like to use [Sunsama](#) to time block and plan out my days.

## A planner (digital or physical!)

& finally a planner! Whether you choose a digital planner like mine, or a physical one. A planner will help you see everything at a glance. And if you just like writing things down then this will work for you. I use my planner to brainstorm and set out my goals since most apps don't have an area for you to do that. [Check out my digital planners here.](#)

# Clear Your Schedule

In order to add new tasks and systems to our lives, we have to clear some space in our schedules. Work through the following checklist to make sure you are only committing to the things that are most important.

- Get rid of unnecessary tasks, lists and to-do lists.
- Delegate - if there is something someone else can do let them help!
- For each appointment on your calendar, ask yourself if it really deserves to be there.
- Double check that your family still WANTS to do all of your scheduled activities.
- Get rid of pesky reminders that you just ignore.
- Start saying no!
- Automate little tasks by creating habits and routines

# Batching your tasks

Before we create our weekly schedule it's important to learn about we do on a consistent basis. Follow these steps to learn how to batch your tasks to save more time.

1. Braindump everything you do! Include things you do on a weekly, monthly, quarterly, and yearly basis.
2. Estimate the time it takes to complete each of these tasks.  
Remember to always estimate more than you think!
3. Group and categorize these together. You will start to see things that are similar when you look at your lists of tasks.
4. Then assign a day of the week to each of these categories so you can focus on them each day of the week.

# Batching Tasks

Allocate times during the day to batch important tasks. By assigning yourself a certain focus or batch day, you won't overwhelm your brain by switching tasks every hour.

- e.g. phone calls, emails, meetings, client calls, creating images, writing, etc.

tasks	time estimated	category	day/time block

# Create your weekly schedule

Once you have your list of things you usually do, and estimate of how long they take and a focus for each day, you can start creating your weekly schedule. Follow these steps to create your ideal weekly schedule. Use the worksheet on the following page.

## FILL IN YOUR COMMITTED TASKS

- Fill in the hours you work
- Fill in all of your events, appointments or meetings
- Fill in the time it takes to get ready and travel between home, school, and work.
- Fill in any other regular appointments (school, family events, transporting children, etc.)
- Fill in time for Breakfasts, Lunches and Dinners. Include time for food preparation
- Establish a set time to go to sleep and get up in the morning

## BLOCK OUT TIME TO WORK ON YOUR GOALS

- Block out time for your big tasks.
- How much time do you have available for work?
- What time of the day do you have the most energy and focus?
- Schedule in your tasks and plan according to your energy levels.
- Assign time for studying or working on your big goals every day and respect these boundaries!

## REVIEW AND ADJUST

- Have you found “hidden time” you didn’t know you had?
- Is there enough time available to work on your goals?
- If your schedule cannot accommodate all the demands on your time, ditch it or delegate it
- If your schedule looks reasonable, then stick to it!

## MAKE TIME FOR PERSONAL TASKS

- To have a well balanced life you need to be able to have fun too!
- Schedule regular breaks and rewards for completing a task—don’t work without breaks!
- Schedule fun events -- recreation, watching television, going out with friends.
- Make time for anything that helps you feel relaxed and happy

## FOCUS DAYS

- The daily focus section helps me to focus on a particular area for the day to get more accomplished

# Weekly Schedule

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3							
4							
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# The 5-step process to BLISS-ful Weeks



**B**

**BRAINSTORM** everything you need to do. Include both your home, personal and business tasks. Don't worry about organizing it yet just write it down.

**L**

**LIST OUT** and Organize your brain dump into categories to make your lists more manageable.

**I**

**IDENTIFY** only 3 important tasks. Don't overwhelm yourself with a long list. The longer your to do list, the more you will procrastinate on it.

**S**

**SCHEDULE** those tasks into your weekly planner. Making your list is important, but scheduling it makes it real. Putting deadlines to your tasks will make it happen.

**S**

**SUCCESS.** Follow through on your action plan. & Celebrate every little task that you accomplished.



# B

# Brainstorm

- Everyday we are bombarded with tasks, events and other things that need to be processed. Have a place where you can capture it all so nothing gets forgotten or missed.
- Make a list of everything you need to get done this week. All your to-do's, projects, things to handle or finish.
- Writing it down is imperative because we have to get these items **OUT OF YOUR HEAD**. This will help free up your brain and ensure you never forget anything.
- The more to-do items you keep stored in your brain, the less ability your brain has to focus on the present.
- Add all of the tasks to your to-do list or inbox and process it every day.
- Now decide what to do with your brain dump
  - If it takes less than 2 minutes, do it now.
  - Prioritize what's important and urgent
  - Eliminate tasks that you really don't need to do
  - Delegate tasks to someone else – ask for help
  - Or figure out a way to automate it.

# Brain Dump

A large light beige rectangular area containing 15 horizontal white lines for writing. Each line starts with a small white square on the left side, serving as a bullet point or a marker for the beginning of a line of text.



# Categorize your LIST

Let's transform that master list into something far more digestible. I'm a fan of breaking things down into clear, focused categories. It makes everything feel more manageable. Here's how I like to do it:

- Home: This is where all your household-related tasks go. Think cleaning, organizing, repairs, and anything else that keeps your living space in order.
- Work: All your professional tasks, meetings, deadlines, and work-related projects find their home here.
- Projects: Got personal projects or side hustles? This list is their domain. It's where ambition meets organization.
- Family: This list is all about your loved ones. School events, family outings, and any other tasks or reminders that keep your family life running smoothly.

Once you've identified your categories, start sorting your tasks into these buckets. This way, you're not just staring at a daunting mountain of to-dos; you're looking at neatly organized hills, each with its own focus and priority.

- Other categories include Personal Development, Health & Fitness, Social & Leisure, Finances, Errands, Self-Care, Travel





# Identify Top 3 Priorities

## Streamline Your Focus: Pick Your Top 3 Tasks

- Simplify your approach by selecting just three key tasks to prioritize. A lengthy to-do list can be daunting, leading to procrastination rather than productivity. By narrowing your focus, you create a manageable and motivating set of goals.
- Trim the excess by eliminating or delegating tasks wherever possible. This step not only lightens your load but also sharpens your focus as you dive into the week.

Remember, the aim isn't to tackle everything at once but to set achievable and realistic targets. This strategy ensures you're making meaningful progress without burning out.



# Schedule those tasks throughout your week

- Now let's take those tasks and assign them to a day of the week when we will work on them
- Estimate how long the task will take you
- Assign them to a specific day of the week, or even better, schedule a time for when you will do it on that day!
- Plan each item as a result. Instead of putting work on blog post, write complete blog post draft. This helps your brain understand what needs to be accomplished with the time you give yourself.
- Schedule all of your tasks on your list into your calendar.

# Weekly Planner

## WEEKLY FOCUS

Blank area for weekly focus notes.

## Sunday

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## Monday

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## Tuesday

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## Wednesday

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## Thursday

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## Friday

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## Saturday

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# Celebrate Success

- Do you struggle to do what you say you are going to do?
- In this step we will go through step by step on how to make sure you follow through.
- **1. Anticipate the obstacles.** Now you know what you will get done on what day. Take a look at tomorrow's tasks and ask yourself, what may happen that may throw me off schedule? Write these down. It can include waking up late, family member distracting you, answering urgent emails, etc.
- **2.** Next you will think about yourself achieving everything on your list! **Believe it!** You can tell yourself things like: I have enough time to finish these tasks, I know I can do what I said I would do, My schedule is perfect and will go accordingly.
- **3. Let your emotions feel** but stick to your plan. No matter how hard you try to plan for obstacles, things will come up. Things like social media, doubts and confusion, lack of motivation, fear etc. Your brain will come up with a million and one reasons to get you to not follow through on your schedule. You have to just tell your brain that you understand its concern, but you have a schedule to follow. Don't try to resist them or push them away, just let your brain feel the emotion then think about it and move forward. Most times there aren't urgent tasks that need your attention, so you can address the concern later.

You know tomorrow you will not want to follow through on your schedule, expect it but do it anyways. Because doing so will get you closer to your dreams.

# Ways to take action

- Work on the **first task and do it**
- Use **pomodoros** – the process of using timers to help you stay focused for a certain amount of time. Read more about pomodoros here.
- **Eat the Frog** – do the task your most dreading to do first thing in the morning so everything else will be easier.
- Don't get distracted
  - Make a list of common distractions that prevent you from getting your top 3 things done
    - Attitudes, sleeping in too late, sickness, social media, neighbors, kids, husband's work schedule, doctor appointments, etc.
- Create a **DO-NOT-DO list**
- **Unplug** while you are working. Put your phone on do not disturb or airplane mode or just turn it off and put it away while you are working.
- **Manage your mind.** Your mind can help give you a boost of energy and motivation too. Just try talking to yourself as if you were your own cheerleader and watch how you start to feel different. Getting a quick boost can be that easy!
- Keep your planner **open** all day, every day.

DATE:	TODAY'S AGENDA
SCHEDULE	FOLLOW UP
6 AM	<input type="checkbox"/>
7 AM	<input type="checkbox"/>
8 AM	<input type="checkbox"/>
9 AM	MUST DO
10 AM	<input type="checkbox"/>
11 AM	<input type="checkbox"/>
12 PM	<input type="checkbox"/>
1 PM	<input type="checkbox"/>
2 PM	<input type="checkbox"/>
3 PM	MEALS
4 PM	AM:
5 PM	PM:
6 PM	DIN:
7 PM	H2O: 
8 PM	GRATEFUL FOR
9 PM	
NOTES:	INCOME/EXPENSE



# Review your tasks

- Review your tasks as you do them.
- Did a task end up taking longer than you expected?
- Did an unexpected priority force you reorder your day?
- Spend just a few minutes each night making necessary adjustments.
- As tasks are completed, you'll have the flexibility to move things around.
- If things didn't get done, write it again for the next day as your number one priority task.
- Re-prioritize your tasks and delete any if necessary.
- Perfect your new plan of attack each night.
- Make this a habit. You can do it before leaving the office or do it in the comfort of your living room. Just ensure it gets done.
- You'll end up getting better at planning your days by reviewing what happened every day and tweaking your schedule until it becomes routine for you.

# Procrastination Hacks

## Visualize

1. Sit down at your desk.
2. Know what you will be working on. This step is very important.
3. Before you start your task, close your eyes.
4. Now visualize how you are going to complete that task. This should take no more than a minute. Set a timer if necessary.
5. Open your eyes and get to work.

## Start Small

1. Write down what you are procrastinating on
2. Now tell yourself "I'm just going to work on this for five minutes. After that I can stop."
3. Start on this task for just five minutes. That's it. Just five minutes and after that you can stop.

## Break it Down

1. Think about what you want and write down below what it is.
2. Divide the outcome in 3 to 6 steps.
3. Make sure the first step starts with a verb, is action-able, and takes no more than 5 minutes to complete. Rewrite the first step if necessary.
4. Now take action on the first step.

## Pomodoro

1. Know what you need to do or know what you're procrastinating on.
2. Set a timer for 25 minutes.
3. Now only work on that one thing for that duration. You can do absolutely nothing else but that one thing.
4. After the timer rings, you must take a 5 minute break. No exceptions.
5. Reset the timer and repeat this process.
6. For every 4 cycles, take a 30 minute break.



## Remember:

Clarity comes from action. So even if you think you don't have the perfect plan, just take action and the rest will follow.

Follow these steps and you'll find that you will be wonderfully productive both at home and in the workplace. You'll soon be achieving your personal best in every area of your life!

When you plan correctly, you will be much more organized and productive.

There are all kinds of planning methods, and you won't know what works for you until you try it! But be careful with this so you don't get stuck trying too many and not sticking to one.

Everything you want to accomplish in your life is worth the effort. The only thing standing in your way is yourself.

This process teaches you how to change your mindset so that following through becomes a normal routine.

If you liked this I invite you to take a step further by enrolling in my course **Time Finder Fix**. A simple 20-minute course that helps you get your time back (without waking up earlier or overhauling your life, or pretending you have more capacity than you do.)

[Learn more here](#)