

WEEKLY PLANNING

At the very start of every week, draft a weekly list of tasks. Generate ideas from your monthly plan, your calendar, your cue cards, wherever you keep information about things coming up in your business. Transfer over any items that were left incomplete from the week before. Tackle these items first - don't keep moving things forward! Be consistent with weekly planning. Your daily To-Do lists or cue cards should come from this weekly list, and this is the only way your big yearly goals will keep showing up in your weekly and daily task lists. Without this way of prioritizing what you will focus on each week, it is easy to 'left life get in the way'. The big, important goals we have consciously set for the life and business we want can easily slip from our priority list if we let our days and weeks get filled up with the inevitable things that 'just show up'. This way of planning keeps our life moving in the direction we consciously intend.

WEEK: _____

Month: _____



