

From *Scattered* to *Sane*

WORK SHEET #7

Weekly Planning Session Checklist

- Check monthly calendar and schedule any events, appointments, and reminders.
- Note any special dates
- Check monthly planner/goal sheet and schedule any tasks
- Check priority list and make time for you top priorities
- Note your daily three things (if need be)
- Schedule your weekly three things (if need be)
- Meal Planning
- Make note of weekly household chores
- Bills to be paid
- Items from previous week that need to be moved to this one
- Schedule time for you
- Remember-leave free time each day for spontaneous joys or unexpected things
- _____
- _____
- _____
- _____

Weekly Planning Session Quick Reference

Top Three Things

Recurring Weekly Events, Activities or Responsibilities

Weekly Household Tasks

Routine Weekly Work Tasks
