Monthly Schedule - for……

JaiperJAM

Action and Priority	Week starting…	Week starting…	Week starting…	Week starting…	Week starting…

Tips for using the Monthly Schedule:

- Add the name of the month at the top of the schedule and the starting date for each week.
- Highlight different tasks in different colours (font text if using MS Word, coloured pens if writing by hand) to indicate your focus for that task. Set your own colour scheme for each focus area (for example exercise, family time, time-out, etc) and use this throughout all of the planners you're using so you can pick out focus areas at a glance.
- Make task descriptions brief – you can expand them later on your Weekly/ Daily Planners.
- Prioritise the tasks as High | Medium | Low priority (or number them, with one being the highest).
- Draw a 'bar' indicating the likely start and finish dates for each task. A task taking only a day can be indicated with a star or diamond instead of a bar. The bars can be extended as necessary as the month progresses if the task is delayed or takes longer than planned.

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