

# Weekly Planner

Week Starting .....

Monday	
am	
am	
pm	
pm	
Tuesday	
am	
am	
pm	
pm	
Wednesday	
am	
am	
pm	
pm	

Thursday	
am	
am	
pm	
pm	
Friday	
am	
am	
pm	
pm	
Saturday	
am	
pm	
Sunday	
am	
pm	

## To Do This Week...

Priority	To Do Item	Complete

### Tips for using the Weekly Planner:

- Add the week start date at the top of the planner. It's also useful to write each days date next to the name of the day.
- Highlight different parts of the week in different colours to indicate your focus for that block of time. The planner is currently set-up using yellow for 'work-time' and orange for everything else. 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. Change the colour through Format/Borders and Shading/ Shading.
- Include the What? Where? When? Who? How?

### Tips for using the To Do List:

- Make task descriptions as detailed as necessary for you to achieve them, but they won't be as detailed as those on the Daily Planner To Do List.
- Prioritise the items as High | Medium | Low priority (or number them, with one being the highest).
- Do the High priority items first
- Only add the items that you can do in a week – it may only be part of a longer term goal. Add the other items onto a Grass-Catcher List or the Monthly | Quarterly Planner
- Tick off completed tasks. Any items you don't get done get put on the top of the To Do List for next week.