



Time

INVESTMENT

Be More Peaceful & Productive
as You Achieve Your Goals



Checklists
Weekly & Daily Planning

Email Support: esaunders@reallifee.com

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Weekly & Daily Planning:

Strategy 1: Weekly Planning

Checklist

- Create or add to your project and task lists
- Look over the previous week for items to wrap up
- Look over the coming week for situations to anticipate
- Delete completed projects and tasks from your lists
- Decide on the key projects for the week
- Block in time for projects on your calendar or put them on a weekly to-do list
- Decide on key tasks for the week and put task reminders in your calendar

NOTES

For further reading, please see *How to Invest Your Time Like Money*, Chapter 4



Weekly Planning Worksheet:

Projects this Week & Wrap-Ups

- _____ P1
- _____ P2
- _____ P3
- _____ P4
- _____ P5
- _____ P6
- _____ P7

Checklist Week of: _____

- Create or add to your project and task lists
- Look over the previous week for items to wrap up
- Look over the coming week for situations to anticipate
- Delete completed projects and tasks from your lists
- Decide on the key projects for the week
- Time block projects on your schedule or put on to-do list
- Decide on key tasks for the week and put task reminders in your calendar

Next Week Hot Items

Tasks this Week

Tasks this Week

- | | | |
|-----------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> _____ N1 | <input type="checkbox"/> _____ 1 | <input type="checkbox"/> _____ 6 |
| <input type="checkbox"/> _____ N2 | <input type="checkbox"/> _____ 2 | <input type="checkbox"/> _____ 7 |
| <input type="checkbox"/> _____ N3 | <input type="checkbox"/> _____ 3 | <input type="checkbox"/> _____ 8 |
| <input type="checkbox"/> _____ N4 | <input type="checkbox"/> _____ 4 | <input type="checkbox"/> _____ 9 |
| <input type="checkbox"/> _____ N5 | <input type="checkbox"/> _____ 5 | <input type="checkbox"/> _____ 10 |

TIME	MON	TUES	WED	THURS	FRI	SAT	SUN
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							



Strategy 2: Daily Planning

Checklist

- Review the previous day to wrap up loose ends
- Look at today's schedule to be clear on your firm commitments
- Decide if your planned projects and tasks still make sense and adjust as necessary

NOTES

For further reading, please see *How to Invest Your Time Like Money*, Chapter 4