



practice PLANNING

FOR THE NON-PLANNER

Print and post this page in an area of your home you frequent, I suggest the refrigerator door. Each morning, fill out the 4 things you want to accomplish. At the end of the day or as you complete, check the box or cross off the item.

By using a simple weekly sheet, you can focus on the most important items. This is step one to create an effective checklist.

MONDAY

☐ 1

☐ 2

☐ 3

☐ 4

TUESDAY

☐ 1

☐ 2

☐ 3

☐ 4

WEDNESDAY

☐ 1

☐ 2

☐ 3

☐ 4

THURSDAY

☐ 1

☐ 2

☐ 3

☐ 4

FRIDAY

☐ 1

☐ 2

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☐ 4

SATURDAY

☐ 1

☐ 2

☐ 3

☐ 4

SUNDAY

☐ 1

☐ 2

☐ 3

☐ 4

It takes just as much energy to wish as it does to plan. – Eleanor Roosevelt