

Accomplishing more: WEEKLY OVERVIEW

*Limit of 3-5 essential tasks per day
that can be completed in one setting*

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
DAILY TASKS						
MEAL						

REMINDERS & CHECK POINTS

- Stack & group errands for the week
- Remind kids (and yourself) to put clothes they'd like washed in laundry basket by _____ mornings
- Layout clothes and pack backpacks the night before
- Use an “outbox” by your backdoor for items that need to go with you when you leave the house
- Anticipate needs for the week(s) ahead so you have items on your list and tasks on your calendar
- Process your email, rather than just checking it
- Use grocery list app on your phone so you never are without it again
- Write reminders, ideas, and thoughts in Evernote or on designated Notebook
- Do the most dread task first, each day
- Clear off the kitchen counter each night
- Take care of your own health!
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