

# A Weekly Planning Guide

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## 3 Steps for Weekly Planning and Review: (30-60 min)

### Step 1: Review my priorities and mission statement.

- Take a moment to refresh yourself around what matters most to you.

### Step 2: Planning Questions:

- Take some time to consider all of the following questions.
- What are all things happening over the next 7 days?
  - Employment related
    - Meetings
    - Preparation
    - Tasks
    - Projects
  - School or personal study related
  - Family related
    - Kids activities
    - Special events or anniversaries
  - Extra-curricular
  - Friends
  - Exercise
  - Faith related
  - Free Time
  - Other
- What are the assignments or deadlines coming up in the next 7 days?
- What are the specific blocks of time I will invest in each?
- Are there any longer term things I need to be aware of and need to put into my calendar?

### Step 3: How is my plan for this week similar/different than my ideal week?

- Once you have your time blocked for the week, take a look at how that compares to your priorities and your ideal week.

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## 3 Questions for Daily Review: (5-10 min)

- 1: What future things did I find out about today (so I can put it in my calendar)?
- 2: Was there a difference in what I planned and how long it took?
- 3: What is happening tomorrow?