

#1. DUMP LIST

- Get it all out!
- .Transfer the week's jobs
- Now cover this list up!

#2. WEEK'S LIST

What Can I do *this* week?

#3. ASSIGN TASKS TO DAYS

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY/ SUNDAY

How to Use This Sheet:

#1- Dump ALL of the things bouncing around in your head in the box labeled "Dump List"

#2- Take *only* the things you plan to get done this week and move those to the "This Week" list.

#3- Assign each of those things a day that they will get done according to your schedule.

#4- Do **not** look at the dump list again until you are planning the following week. Looking at a big list can be overwhelming, but it's good to have a "catch all" place for the things you want to remember!

(This is a fillable pdf file so you can fill out the form and save on your computer or print and fill if you prefer to have something non-digital).