

Dump List Weekly Planner

This is a system to help you remember the things that matter to you AND manage overwhelm.
You can print it out and fill it manually or use it as a fillable pdf and save your edits.

How to Use This Sheet:

Step 1: Dump!

Write down ALL of the things that you want/ need to do (the stuff that's bouncing around in your brain)

Step 2: Transfer SOME items to “This Week” Box

ONLY move the items that you plan to complete **this week** to the “this week” box. If a task is a high priority, but you don't have time to complete the whole thing, put a **smaller version** of it on your “this week” list (1 or 2 steps, work on it for 20 minutes, etc.)

Step 3: Hide

Once you've done this, fold on the dotted line so you DON'T see your dump list!
(Looking at this list daily can be overwhelming)

Step 4: Assign

Look at your commitments this week and assign tasks to a specific day/time.

Step 5: Revise

Life may not go according to your plans:) Move tasks around if needed and if they don't get done by the end of the week, move them back to the Dump List if they're still important to you.

Step 6: Repeat

New week, new plan!

Dump List: Weekly Planner

#1: Dump List



#2 This Week



#3 Assign a Day

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

fold here



#4 Undone Items Back on List