

W E E K L Y P L A N N E R

TO DO	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Set up your skeleton 5 minutes							
Brain dump 10 minutes							
Tasks meet time 15 minutes							

To Do List

Weekly

MONDAY

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WEDNESDAY

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FRIDAY

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-
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SUNDAY

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-
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TUESDAY

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-
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THURSDAY

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-
-
-

SATURDAY

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-
-
-

SOMETIME THIS WEEK

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-
-

URGENT

NOT URGENT

IMPORTANT

NOT IMPORTANT

Aligning Priorities

MONDAY

Research/Reading.

Activity.

Writing.

TUESDAY

Research/Reading.

Activity.

Writing.

WEDNESDAY

Research/Reading.

Activity.

Writing.

THURSDAY

Research/Reading.

Activity.

Writing.

FRIDAY

Research/Reading.

Activity.

Writing.

Weekly Calendar

Week of: _____



Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00							
8:00							
9:00							
10:00							
11:00							
12:00pm							
1:00							
2:00							
3:00							
4:00							
5:00							
06:00							

MINDFUL

Moments

1

buy a team member a coffee

2

use kind words in every day conversation

3

compliment someone

4

offer to complete a task for someone

5

acknowledge someone's efforts

6

let a friend know you're thinking of them

7

spend the evening device-free

8

meditate

9

think of three things you're grateful for

10

take a moment just for you

11

journal your worries

12

forgive someone

13

soak in a warm bath

14

call someone you haven't spoken to in awhile

15

complete a random act of kindness for another person

16

acknowledge the beauty around you

17

practice mindful breathing

18

focus on what you can see, hear and feel

19

have a rest from social media for a day

20

complete some yoga poses

21

tense and release different muscles in your body

22

enjoy a leisurely family walk

23

eat mindfully

24

listen to or play some music

25

complete some mindful coloring

26

watch a sunrise or sunset

27

treat yourself and fill your own bucket

28

make peace with imperfections