

The Weekly Planning Session Checklist

Set an one-hour weekly recurring appointment specifically for planning.

Recommended time periods: Fridays before the end of your workday, Sunday evenings, or first thing Monday mornings. Choose the time that works best for you.

The 6 Point Weekly Planning Session Checklist

- PRINT** out a new ONE Thing Weekly Tracker & Task Bank form.

- GATHER** all loose papers, process them and brain dump any tasks to your Task Bank.

- REVIEW** the following and brain dump any tasks into your Task Bank...
 - Last week's Weekly Tracker for any uncompleted tasks
 - Review this week's Google Calendar
 - Your Email Inbox

- COMPLETE** the goal section on the top of your ONE Thing Weekly Tracker. Adjust as you accomplish goals or as needed.

- SET PRIORITIES**-review your Task Bank and set your Monday ONE Thing goal and 1-4 secondary priority tasks in both the Business and Personal section.

- OTHER**-_____ add any other planning-related tasks that you need here.



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