

# Weekly planner

## HOW TO USE THE PLANNER

- 1** Print it out, use it digitally or jot down your own planner using this framework that's more suitable to your needs.
- 2** In the '**High Priority Tasks**' column add in three tasks that you wish to get done on that day. I find that three is the magic number. It doesn't feel too overwhelming so you have a high chance of ticking them all off, plus it slices up nicely so you can aim to do one task in the morning, one just after lunch and the final one before you clock off for the day.
- 3** In the '**Additional Tasks**' column add in any smaller errands that you need to get done. Make sure they are things that are quick and snappy to complete and that won't get in the way of your main priorities that day. If you can do it under 45 minutes add it in here, if it's any longer then consider adding it to '**High Priority Tasks**'.
- 4** For the '**Notes**' column, feel free to ad-lib. Maybe you want to add in any meetings or deadlines, or perhaps you fancy taking notes on how you found your day, what your motivation levels were like, or just to-do list items that you feel might slip your mind.

AN EDITED LIFE

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WEEK COMMENCING .....	HIGH PRIORITY TASKS	ADDITIONAL TASKS	NOTES
<b>MONDAY</b>	1 2 3		
<b>TUESDAY</b>	1 2 3		
<b>WEDNESDAY</b>	1 2 3		
<b>THURSDAY</b>	1 2 3		
<b>FRIDAY</b>	1 2 3		
<b>SATURDAY</b>	1 2 3		
<b>SUNDAY</b>	1 2 3		

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