

How to use the
MY BIG WEEKLY TASK LIST and DAILY PLANNER
for calendar blocking

The MY BIG WEEKLY TASK LIST is your weekly "To Do" list for everything in your life, including your job, ministry/volunteerism, household maintenance and responsibilities, as well as anything else you *want* to do. Don't forget to include "Self-care"!

Each week you will print out a new task list sheet and give each section a name or assignment. Under each section, write all the things you have on your "To Do" list for that particular area of your life. For example, under Miscellaneous you might write "change light bulbs in bathroom," or "buy dog food." Then go back and assign a priority number beside each item.

Then, print out enough DAILY PLANNER sheets for the week (Monday through Friday). Assign your top three priorities for each day. These go in the top left-hand section of each Day Planner. Go back to your Weekly Task sheet to fill in the other priority items (4 through 8).

Note that for every section, the number one and two priority should be scheduled on Monday. Three and four are scheduled for Tuesday, and so on.

To make the most of your week and hit the ground running, it's best to do this BEFORE Monday morning. You will move items off your big task list and onto your calendar in "blocks" of time. You will need to estimate how much time an individual task will take and assign it accordingly. Then the idea is just to "obey your calendar." This eliminates confusion and wasting time figuring out what task you should tackle next. You already know what to do because you've already assigned it a "block" on your calendar.

If you aren't able to finish an assigned task, at the end of the day you will move it to the next day in order of priority. If you find you have more time after completing the priority tasks, then you can pull something from the big task list you haven't assigned. I highly recommend pulling something off your "Self-care" list! Once an item is assigned for the week, you can cross it off the MY BIG WEEKLY TASK LIST, especially since you're going to obey your calendar and do what you've assigned for the day.

Please know in advance that you'll get derailed or an emergency will come up. I suggest writing in pencil so you can erase and adjust...without self judgment or condemnation. Your time management and daily planning will go so much better when you learn to release unrealistic expectations and give yourself grace. The goal is to create the life you love, not hate the life you're living.

MY BIG WEEKLY TASK LIST

"Side Hustle"

- 1 Weekly Podcast
 - 2 Create email marketing
 - 3 Make Guide and post
 - 4 Take a "selling" course
- Update Website

Self-Care

- 3 Go on hike
 - 1 Take dogs to the park
 - 2 Plan a trip to the beach
- Take a yoga class

Business To Do

- 5 Sign speaking contract and mail
 - 7 Read client's book
 - 6 Pay taxes
 - 1 Reply emails
 - 2 Social Media Posts
 - 4 Design Website
 - 3 Write Thank You notes
- Voxer Replies
- Reschedule Tuesday clients
- Prepare for Thursday's consult

Continuing Ed.

- 3 Listen to audible book
- 1 Read Chapters 20-25
- 2 Do worksheets 1&2
- 4 Find a new Mastermind to join

Volunteer

- 1 Sign up for childcare at church
- 3 Research local food bank opps.
- 2 Buy t-shirt for fun run

Misc. To Do

- 1 Call Apple Store ETA on computer
- 3 Change light bulbs in bathroom
- 2 Make Dr. appointment

MONDAY

DATE ____ / ____

Priorities

- 1 Weekly Podcast
- 2 Call re: computer
- 3 Social Media Posts
- 4 Design Website
- 5 Reply To emails
- 6 Write Thank You notes
- 7 Pay Bills
- 8

NOTES

When you feel inadequate in an area of your life you shift into "earning energy."

What are you "connected" to?

What tie is the strongest - the helpful or unhelpful narrative?

Apple Service Dept. - ordered a new rear enclosure on Saturday. Should arrive today or tomorrow. Will call with update.

6AM

6:30

7

7:30

8 ● Reply Voyer

8:30 Life Coaching client

9

9:30

● Call re: computer

10 ● Post Social Media

● Reply emails

10:30 ● Write Thank you note

● Design Website

11

11:30 Life Coaching client

12

12:30 Lunch

1PM Life Coaching client

1:30

2

● Work on weekly Podcast

2:30

3

3:30 Life Coaching client

4

4:30

● Reply to Voxer

5

● Pay bills

5:30

6

6:30

7 Call Sari

7:30

MARKETING

Email: Live Q&A

FB & IG: Live Q&A video

Create Testimony post on Canvas

REMINDERS

Hayley's bday is next week

NOTES