

## My Weekly Prep Checklist

### BUSINESS + HOME OFFICE



#### Set the Ambiance:

- Time to focus without distraction - headphones on, if needed (about 1 hour)
- Clean / organized surroundings
- Something good to drink (coffee, tea or water)
- Candle lit
- Open window (just cracked if hot or cold out)
- Comfy clothes
- Quickie yoga poses / breathing



#### Gather the Supplies:

- My Season Plan \*
- Past week's Week-at-a-Glance \*\* (& a new one)
- Organize-whatever-at-a-Glance \*\*\*
- Kitchen (Family) Calendar
- Action Plans \*\*\*\*
- Email
- In box (stuff to be processed)



#### ACTION! Plan my Week:

- Review my Season Plan + highlight anything that's complete
- Look at calendar (upcoming weeks, months)
- Handle (or transfer/delete) what's left on last week's Week-at-a-Glance
- Update action plans (including stuff I've jotted down on my Organize-Whatever-at-a-Glance)
- Prioritize (target date & priority columns in google spreadsheets make this easy)
- Go through inboxes (email & other) and handle (complete, add to calendar, etc.)
- Transfer new "family" related items to Kitchen Calendar
- Determine / note priorities for week using new Week-at-a-Glance
- Block time for these priorities on iCalendar \*\*\*\*\*

### HOME



#### Set the Ambiance:

- Good music
- Comfy clothes
- Good motivation for good results (since I'll be bringing in my little helpers for this part:)
- Specific checklists (so clear on what to do)



#### ACTION! Get home feeling & looking more amazing

- Laundry:** Sort, wash, fold, put away
- Walk Through:** anything out of place gets put back into place
- Clean:** dust/polish, vacuum, steam mop, bathrooms
- Meals:** plan for week (based on schedule), stock pantry & fridge
- Prep:** clothes out (for next day, at least); HW complete & backpacks ready to go
- Family Meeting:** casual get together (usually over meal) to look at calendar for week (etc)

\* **Season Plan:** a one-page plan for the season (includes work & personal stuff); will highlight things that are accomplished and actually keep (a nice journal-like record to refer back to)

\*\* **Week-at-a-Glance:** my ALL TIME FAVORITE organizing tool! Keep on my clipboard. Cross off when each thing done. Toss at end of week after making new one for the next.

\*\*\* **Organize-whatever-at-a-Glance:** a place I jot down random things (from blog topic ideas to things I need to do for a particular project) and then transfer to appropriate place at this time.

\*\*\*\* **Action Plans:** I use a google spreadsheet (one for: business, editorial calendar, PA, one day projects, personal) with sortable columns including priority & target date.

\*\*\*\*\* **Scheduled project time:** While I cringe at a completely full calendar, I'm finally coming around to the "if it's not scheduled, it's probably not going to happen" concept. We all have different ways of working best, but if you have big stuff you need / want to do, this is a smart idea.