



weekly prep kit



start your week on top

www.YourLifeOrganizer.com

Weekly Planning Kit: What's included

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Are you ready for a smoother, less stressful week?

It all starts with **how you start it.**

My *Week at a Glance* planner came about after waking up to too many Mondays feeling behind:

- ☀ Where on my endless list do I even start?
- ☀ What am I forgetting?
- ☀ Why do I never have enough time to get stuff done?

While I had systems in place for scheduled appointments and long term goals and projects, I needed a way to keep track of all of that other stuff that needed to get done during the week. I tried paper planners, digital apps and (back to) paper planners but they weren't working for me. I wanted a simple way to capture everything on one page.

I couldn't find it, so I created it.

And fell in love with it! Here's why: What I love my *Week at a Glance* planner:

- ☀ Listing my daily top three priorities keeps me focused on what's most important.
- ☀ Everything is captured on ONE PAGE.
- ☀ Each category is batched together so I can better optimize my time.
- ☀ It's SIMPLE.

Along the way, I added my *Weekly Planning Ritual* which not only keeps me afloat, but helps me design my best week.

If you're wanting to feel more in control of your week, I hope what I'm sharing will help you as much as it's helped me. Try a few of these tips or use them all. Find what works best for you!

Let's get started!

dream BIG + START small

VISION: Before I jump into any project, I create an ideal vision for it. If you need more room, feel free to use a journal, google doc, etc. And if you want to skip this step, feel free to turn to Page 9 (*Bottom Line: Cliff Notes Version*). However, I've found that starting off with a vision will give bigger, better results long term.

Ask yourself: How would my ideal week start?

For me, this is how I'd like my week to start off:

- ☀ All loose ends wrapped up
- ☀ Everything back in place
- ☀ Clean surroundings, clean clothes
- ☀ Stocked pantry with healthy, tasty meals planned and prepped
- ☀ "On top of my week" feeling - I know what I need to do and when I'll do it. I have blank space in my calendar (*vital!*), and know how I'll best use it — which sometimes means doing *nothing at all!*

Since we're talking "ideal," I'd outsource the meals and the cleaning! But since I'm not there (yet), I try to do these two things when preparing for my week. No major cleaning, just tidying up. And for meals, at least knowing what we'll have and having the ingredients.

Make Your Own: What does your ideal start to the week look like?

The purpose of creating that ideal vision is not to hold yourself to that standard from day one. It's to help you put thought into what you truly want and to give you something to work toward. (Actually writing down what we want is proven to make it more likely to happen.)

WHY? Write down what this new habit will BRING YOU. Identifying and then reminding yourself of the benefits you'll enjoy helps you stay, or get back, on track.

IMPORTANT: From time to time, look at what's working and what's not. Tweak as needed.

SMALL STEPS over time make **BIG DREAMS** happen.

WEEKLY PREP RITUAL

During my weekly ritual, I plan for the week ahead and wrap up any loose ends from the past week. It always makes my week smoother, and I guarantee it will do the same for you.

STEP 1: Schedule uninterrupted time for your Weekly Prep Ritual. *Focusing (no multitasking + minimal distractions) helps you get things done faster and better.*

Step 2: Set the mood!

I love a candle, green juice or coffee, background music and an open window. I love bringing a little of the outdoors in!

Step 3: Gather what you'll need:

- ☀ Week-at-a-Glance template *(Print copies and keep in a file for easy access.)*
- ☀ Calendar *(I use Google calendar for my appointments.)*
- ☀ In-box (paper & virtual / email)
- ☀ Clipboard, paper & pen/pencil

Step 4: Fill out your Week at a Glance template with:

- ☀ Calls to make & emails to send
- ☀ Miscellaneous to-do's
- ☀ Errands to run
- ☀ Top 3 priorities for each day *(I typically do daily — first thing in the morning for that day)*

Refer to:

- ☀ Last week's Week at a Glance: Transfer over anything that still needs to be done.
- ☀ Calendar: Look over upcoming weeks to see if there's anything you need to prep for.
- ☀ Inbox: Go through any unprocessed emails and papers / mail.

(This part can get overwhelming if you don't have a system in place. Take a look at the tips on Page 10 if you need a little help.)

Step 5: During the week: Add to and cross off as needed.

Declutter that Mind Clutter

There's lots of talk about cluttered spaces, but what about a cluttered mind? Working off of a mental to-do list takes a substantial toll on your energy levels, creates frustration and results in wasted time and money. Declutter by giving a little thought to your week and having a reliable place to keep track of what needs to get done. Your mind will thank you by being smarter and more focused!

Week at a Glance

MONDAY 1. 2. 3.	CALLS to Make / EMAILS to Send
TUESDAY 1. 2. 3.	
WEDNESDAY 1. 2. 3.	TO-DO's
THURSDAY 1. 2. 3.	
FRIDAY 1. 2. 3.	ERRANDS
SATURDAY 1. 2. 3.	
SUNDAY 1. 2. 3.	OTHER
FOCUS	

Week at a Glance

<p>MONDAY</p> <ol style="list-style-type: none"> 1. Opt-in final EDIT! 2. H: birthday prep 3. Fax stuff to CPA 	<p>CALLS to Make / EMAILS to Send</p> <ul style="list-style-type: none"> — kennel reservations — return v call — send container options to M / order by 4/15 — schedule closet installation for B — fence repair
<p>TUESDAY</p> <ol style="list-style-type: none"> 1. Blog post writing 2. B-School Mod 4 ♦ Check in w/B 3. Sign up summer camps 	
<p>WEDNESDAY</p> <ol style="list-style-type: none"> 1. Prep editorial cal for summer 2. Add opt-in to website ♦ pick up cupcakes 3. Office catch up 	<p>TO-DO's</p> <ul style="list-style-type: none"> — fix video uploading issue — find yoga class that fits schedule — buy treats for A's 4/2 party — research freezer organizer options — find sectional for family room — order pet meds — find stylish storage options for C — pick out invites for H — send shelving options to S
<p>THURSDAY</p> <ol style="list-style-type: none"> 1. Video editing (#17) 2. Prep for 4/18 client mtg 3. B-School Mod 4 (con't) 	
<p>FRIDAY</p> <ol style="list-style-type: none"> 1. Test opt-in / tweak if needed 2. Make beach reservations 3. 	<p>ERRANDS</p> <ul style="list-style-type: none"> — dry cleaner (pick up / drop off) — Target (return, party supplies, vac bags) — pet store (dog food, filters) — Fed Ex (E's present) — alterations (pick up) — pick up office supplies for next week's sessions
<p>SATURDAY</p> <ol style="list-style-type: none"> 1. Meal plan for week 2. Grocery 3. 	
<p>SUNDAY</p> <ol style="list-style-type: none"> 1. Weekly Prep 2. Window boxes 3. 	<p>OTHER</p> <ul style="list-style-type: none"> — any other summer reservations needed? <ul style="list-style-type: none"> - umbrella / SUP rentals - day camp for 2nd wk of July
<p>FOCUS</p> <ul style="list-style-type: none"> * Opt-in COMPLETE * Yoga - find class I love + fits schedule (consider on-line) * H's 16th birthday prep! 	

Take Easter →
treats to class

EXTRA CREDIT!

The *Weekly Prep Ritual* + *Week at a Glance* planner are two things alone can make a huge difference in the way you start your week. Feeling ambitious? Here are other things you can do:

- Put anything out of place back into place.
- Do a quick clean. Or a thorough one.
- Laundry: Wash, dry and put away.
- Meals: Plan / prep for the week.
 - Plan meals. Make grocery list based on ingredients needed.
 - Stock fridge and pantry. *(Shop or use a grocery delivery service.)*
 - Prep what you can for the week ahead.
- Put errand items for the week in the car. *(Use a container to keep items together. Keep the receipt for return item in the bag with item).*

Other things I can do to help my week start off — and run — as smooth as possible:

- _____
- _____
- _____
- _____
- _____

TIPS:

- ☀ **Pick the one thing that will make the biggest impact**, and just focus on completing it. Once you have it down, add something else.
- ☀ **DELEGATE!** Get help from others *(kids, spouse, partner, delivery service, housekeeper, etc.)*
- ☀ **Let go of perfection.** Don't let getting stuff done get in the way of enjoying your weekend. Balance is key. Set aside a set amount of time to get ready for the week, start with what'll make the biggest impact and tackle what you can in that time you've allotted. Then, enjoy the rest of your weekend! *(If we put hard boundaries on our time, we tend to get things done much more efficiently.)*
- ☀ **Take care of everything during the week** and then start your weekend completely free! Sound impossible? Look at how you're spending time and make a few adjustments here and there.

CLIFF NOTES VERSION

Want a cliff notes version of my *Weekly Prep*?

BOTTOM LINE:

1. Fill out your *Week at a Glance* template with:

- ☼ Calls / emails to make
- ☼ Errands to run
- ☼ Miscellaneous to-do's
- ☼ Top three daily priorities

2. Add to / cross off during week as needed.

CHALLENGES + SOLUTIONS

There's no way I can fit in everything on a *Week at a Glance* template.

This template is only for your week. If you don't already have a way to manage your general projects and to do's, you can use a notebook with designated pages for calls, home repairs, errands, etc. Just make sure you use it consistently.

If you *still* can't fit everything on your *Week at a Glance* planner you probably have too much on your plate! What can you delete, delegate or postpone?

I don't have time to even do a *Weekly Prep*!

I know what it's like to be truly overwhelmed. (I've been there.) Carving out time for getting rid of the clutter that's in your head and scribbled on sticky notes is crucial. Investing time to prepare for your week will actually open up more time *and* mental space.

Start with spending five minutes filling out your *Week at a Glance* planner and then use it during the week. *Realistically* look at how your time is spent and make some high-impact trades (e.g., Facebook time for *getting stuff done* time).

This isn't mobile ... I prefer digital.

I love digital for some stuff, and I've tried several apps, but I've gone back to my clipboard, paper and pencil/pen for this type of thing. If you're digital all the way, and it's working for you, that's great. If you want to look into digital options, google "productivity apps" (you can also add in "comparison" to the search) and check them out.

I typically carry my clipboard that holds my *Week at a Glance* planner with me in the car. I love having the ability to just jot down something versus inputting into my phone. I use my clipboard when working with clients or attending a meeting at school. If I'm just out and about, I'll leave it in the car. If there's something I need to refer to (e.g., the list of stuff I need to get at hardware store), I'll just take a picture with my phone to reference.

A few final tips:

- **FOCUS:** Minimize distractions and you'll get it done faster — and better.
- **ANCHOR:** Add your *Weekly Prep* ritual into your calendar next to something else for best results (for example: Friday after yoga class, Sunday after church, Saturday when you wake up).
- **SCHEDULE:** Believe it or not, I am not big on scheduling out my days. I crave open space on my calendar not only for much needed down time, but for optimum project time where I produce my best work. I've found, however, that this ritual has become just as important for me to keep as an actual appointment, so I do schedule it.
- **DAILY WRAP UP:** Make a habit of wrapping up loose ends at the end of each day so your *Weekly Prep* can be focused on designing your best week, not playing catch up on your past week.
- **CONSISTENCY:** Whether you use my *Week at a Glance* planner or something else, just make sure you use it consistently.

Remember, **big change happens with little steps!** I'm honored to be a part of your '*organize a life you love*' journey!

All the best,



P.S. For more HOME + WORK + LIFE organizing inspiration, connect with me on my [blog](#) and social media. Let me know what you love (favorite finds / tips / etc) and what you need!



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