HOW TO PLAN YOUR WEEK TO BE PRODUCTIVE



1. SELECT MONTHLY GOALS

- [ ] Write down your biggest goals for the month

2. MAKE A LIST OF TASKS FOR EACH GOAL

- [ ] Create a plan of action for every monthly goal

3. SCHEDULE THE TASKS

- [ ] Take your list of tasks and separate them into weekly to do lists for the month.

4. PLAN YOUR WEEK

- [ ] On friday or sunday, complete the weekly list of tasks and plan when you will accomplish every single listed item.

5. RESCHEDULE

- [ ] If there is anything that you didn't have time to finish, add it to your to do list for the following week.

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