

# 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.