PLANNING - The Week Ahead!

Moving from Surviving to THRIVING! **#Thrivalist!** **Clarity of Intention!**

Key Priorities for the Week (5)

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Here you define 5 Big Ticket Items or Key Priorities for the Week. Things that MUST HAPPEN this week! *(Focused Attention)*

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date	Date	Date	Date	Date	Date	Date
Temp	Temp	Temp	Temp	Temp	Temp	Temp
How do you want to feel today?	How do you want to feel today?	How do you want to feel today?	How do you want to feel today?	How do you want to feel today?	How do you want to feel today?	How do you want to feel today?
Priorities for the Day (3 - 5)	Priorities for the Day (3 - 5)	Priorities for the Day (3 - 5)	Priorities for the Day (3 - 5)	Priorities for the Day (3 - 5)	Priorities for the Day (3 - 5)	Priorities for the Day
•	•	•	•	•	•	• Fun!
•	•	•	•	•	•	• Fun!
•	•	•	•	•	•	• Fun!
•	•	•	•	•	•	
•	•	•	•	•	•	

You Got This! ☺

Because you are planning the universe, noting down the weather, helps to manage, dinners, outfits, shoe, hair, cocktails, etc! ☺

This section is around setting the INTENTION for each new day. *How do you want to FEEL today?* Make that FEELING your mental focus. Our days are not only about actioning goals, but the journey of how we got there!

Here is where you take the 5 Key Priorities for the week & map them out according to Priority & Due Date, around your meetings. Meetings are counted as a Priority for the Day. If you define 3 – 5 Key Priorities for the day and then action on those, everything else achieved AFTER those priorities, is gravy.

Mon to Fri = focused work actions!

Weekends = Rest & Fun! (To be more productive next week.)

Eat The Frog First!

By that I mean, get the task you are LEAST looking forward to doing done and out of the way *first*, while you are fresh. It often takes less time than you have built it up to AND once you have the worst action done for the day, everything else flows.

When you have mapped out what must be done & meetings, you can then see open areas for new business, creative ideas or passion projects. Mapping out your priorities for the week also, helps you see what needs to be delegated or outsourced.

- The first week of Planning feels weird.
- After a month you will truly see the value in mapping out your week.
- Calm, Order, and Intentionality will become your Working Week.
- With planning you can reclaim your weekends for pleasure.
- **Consistency is Key!**

A critical action for the week. *Consistency is Key!*

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Thrivalist Life Coach