



GREENHOUSE
CREATIVE

Weekly Planning Checklist

9 STEPS TO A PRODUCTIVE WEEK

- Write down everything you need to do this week
- Categorize each task as Do, Defer, Delegate, or Delete
- Determine three important goals
- Consider daily themes
RACHEAL'S ARE MARKETING MONDAYS, CLIENT WORK TUES-THURS, AND FINANCIAL FRIDAYS
- Schedule all personal time
- Add previously scheduled appointments and meetings
- Schedule 1.5-2X the amount of time you need to meet your three goals
- Schedule Flex Time
WRITE DISTRACTING TASKS IN THE FLEX TIME TO-DO SECTION THROUGHOUT THE WEEK
- Schedule remaining to-do list items
DEFER TASKS AS NEEDED TO THE FOLLOWING WEEK

BONUS EXERCISE: Take a little time at the end of the week to review your plan and evaluate how you did. What worked well? Where did you go wrong? Take any lessons learned into your planning session for next week.