

# The Importance of Weekly Planning



Are you frequently overwhelmed by the number of things you need to do be doing - **NOW**? If so, schedule time at the beginning of each week to **Organize Your To-Do-List**.

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**Categorize:** List the major areas of focus for your life. For example, a small business owner's life categories might be Self Care, Family, Church, Client Work, and Business Administration.

**Itemize:** Now begin listing your To-Do's under the appropriate Life Category. Compare the length of each list. Are you focusing too much on one of your Life Categories and not enough (or not at all) on another?

**Prioritize:** Rank each task according to its urgency and/or importance.

- ✓ **A=Must Do,**
- ✓ **B=Want to Do,**
- ✓ **C=Would be Good to Do** (but the world won't end if it doesn't get done)

**Schedule:** Assign the A's to particular days this week, taking any scheduled appointment or other commitments into consideration. If you still have time, schedule the B's and then C's.

The secret to successful task management is treating your tasks as "appointments with yourself." Be as diligent about keeping those appointments as you would with an appointment with your doctor. Enjoy the successful feeling of accomplishing the things that are most important to you and living a balanced life.

Need more advice or guidance in organizing your life, your home or your business? Contact *Absolutely Organized* at [info@absolutely-organized.com](mailto:info@absolutely-organized.com) or 410.329.3300. We can help!

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