

4X4

WEEKLY schedule Checklist



TIME

- Batch personal tasks for the week
- Block out time for self-care. Then all other known personal appointments/meetings.
- Allocate time in your calendar for the most important tasks.
- Make a 'not to-do' list to keep you on track.

HOME

- Spend 30 minutes to plan meals for the week.
- Sort through emails and paper mail.
- Laundry day x2.
- Cleaning day.

MONEY

- Daily check on your bank account.
- Review budget.
- Check regular and irregular bills are paid.
- File any receipts (take a photo & file digitally).

WORK

- List your Most Valuable Tasks (MVT) & outcome needed & schedule to match your energy.
- Review calendar and prioritise meetings.
- Block time in 60-90 min sprints and 20 min breaks.
- Complete one self-development activity.

NOTES



Make it happen!