



# Worksheet 10

**How to plan a week to include both work, personal development, chores, as well as time for loved ones and for yourself?**

You just need a little practice. Thanks to planning, we gain time, because instead of wondering what is to be done, we already have a plan, and we know what to do.

**Read the tips on how to create the perfect weekly planner below.**

**Good week planning includes taking into account current tasks and responsibilities, but also considering long-term goals to constantly move towards them.**

It's best to plan on Sunday to be ready for the coming week, but you can also work out your own method.

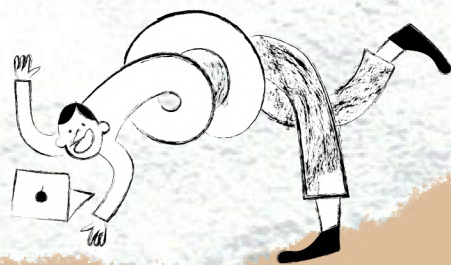
Summarise the past week, draw conclusions, enjoy your successes and set new goals.

**You can make planning a pleasant habit by making it more enjoyable with your favourite music and hot tea or coffee.**

Dedicating even half an hour to organisation helps you start the new week with clear goals and intention and reduces the likelihood of procrastination.

And this, in turn, means that we gain more time and are able to do more.

**Weekly planning eliminates distraction and overwhelm and helps you improve your focus.**

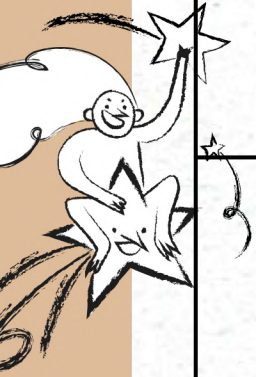




# Worksheet 10

## My week


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