WEEKLY PLANNER

Very Early	BEFORE Work 7-8.30pm	Lesson 1	Lesson 2	Lesson 3	Lunch	Lesson 4	Lesson 5	AFTER Work 4pm-6pm	EVENING 7-10pm
									1
	2		1		3	3		4	
		5			6			7	
1. URGENT/IMPORTANT 2. IMPORTAN		I TANT/NOT URG	ANT/NOT URGENT		Home – things other than work that I mustn't forget			WEEKEND – I'm looking forward to	
RGENT/NOT IPORTANT	4. NOT URGENT/NOT IMPORTANT								
7	RGENT/IMPORTANT	RGENT/IMPORTANT 2. IMPORTANT 4. NOT UR	7-8.30pm 2 2 RGENT/IMPORTANT 2. IMPORTANT/NOT URG	7-8.30pm 2 5 RGENT/IMPORTANT 2. IMPORTANT/NOT URGENT 4. NOT URGENT/NOT IMPORTANT	7-8.30pm 2 RGENT/IMPORTANT 2. IMPORTANT/NOT URGENT Home – things	7-8.30pm 2 3 6 RGENT/IMPORTANT 4. NOT URGENT/NOT IMPORTANT	7-8.30pm 7-8.30pm 7-8.30pm 7-8.30pm 7-8.30pm 7-8.30pm 8-8-8-8-8-8-8-8-8-8-8-8-8-8-8-8-8-8-8	7-8.30pm 8-8.30pm 7-8.30pm 7-8.30pm 8-8.30pm 9-8.30pm 9-8.30	7-8.30pm 4pm-6pm 7-8.30pm 4pm-6pm 4pm-6pm 7-8.30pm 7-8.30pm 7-8.30pm 7-8.30pm 4pm-6pm 7-8.30pm 8pm-6pm 8pm-

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NOTES

- 1. NB 8 hours sleep per night -
- 2. One full day COMPLETELY OFF each weekend
- 3. One midweek evening completely off
- 4. Take a lunch break
- 5. Use Covey Quadrant to plan the next week shade in hours you plan to work and stick to it #50isplenty