

WEEKLY PLANNER

Day	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
Mon										
Tues										
Wed										
Thurs										
Fri										1
SAT			2			3			4	
SUN			5			6			7	
1. URGENT/IMPORTANT		2. IMPORTANT/NOT URGENT			Home – things other than work that I mustn't forget				WEEKEND – I'm looking forward to...	
3. URGENT/NOT IMPORTANT		4. NOT URGENT/NOT IMPORTANT								

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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