

# WEEKLY PLANNING:

## 10 TIPS TO MAXIMIZE YOUR WEEK

Accelerating Excellence  
Podcast Episode #45 - Resource Guide

---

### WEEKLY PLANNING

If daily planning is like zooming in on Google Maps, weekly planning is like zooming out. Weekly planning gives you more perspective. It helps you see the forest, not just the trees.

---

#### Weekly Planning Tip #1

**Set aside 20-30 minutes to plan your week.**

This small investment in time will make your week much more effective and efficient.

---

#### Weekly Planning Tip #2

**Re-calibrate your Master Task List.**

Clean up your Master Task List. Cross off what you accomplished, add new tasks. It's a weekly re-set.

---

#### Weekly Planning Tip #3

**Decide what you want to accomplish for the upcoming week.**

Schedule your priorities, life-fulfilling activities, and routine work.

---

#### Weekly Planning Tip #4

**Look at your calendar at least 2 weeks out.**

This allows you to stay ahead and prepared rather than always operating from behind or at the last minute.

---

#### Weekly Planning Tip #5

**Schedule Your Priorities and Life Fulfillment Activities**

Schedule these important tasks in your calendar like you would appointments and meetings.

---

#### Weekly Planning Tip #6

**Map Out Your Errands.**

Be efficient with errands. Try and do them while traveling nearby and/or at off-peak times.

---

#### Weekly Planning Tip #7

**Leave Yourself White Space.**

Don't schedule every minute. Allow time for emergencies, to meet needs, and seize opportunities.

---

#### Weekly Planning Tip #8

**Assume everything will take longer than you planned.**

Be realistic about what you can accomplish.

---

#### Weekly Planning Tip #9

**Be firm but not inflexible with your planned schedule.**

Don't give interruptions more attention than they deserve. Adjust but don't abandon your plan.

---

#### Weekly Planning Tip #10

**Expect success but not perfection.**

If you accomplish 60-80% of your plan, you will be way ahead of those with no plan.

---