

STRUCTURE YOUR Life & Work Week

ACCOMPLISH YOUR GOALS AND ENJOY LIFE

YOUR
WEEK
YOUR
WAY

1. Start With the Big Picture - Design your week with intention:

- Identify your top 3 priorities (family, health, business, etc.)
- Set monthly or quarterly goals that align with those values
- Use the “rocks, pebbles, sand” approach to schedule the big stuff first

2. Weekly Planning Ritual - Anchor your week before it begins:

- Take 30–60 minutes every Sunday or Monday to map out your week
- Theme your days to reduce decision fatigue (e.g., Marketing Monday, Admin Tuesday)
- Schedule non-negotiables first (family, workouts, rest)
- Use the 3–2–1 Method:
 - 3 big goals for the week
 - 2 family/personal priorities
 - 1 thing that’s just for YOU

3. Daily Flow Strateg - Create structure with breathing room:

- Time block with “focus sprints” (90 minutes work + 15-minute break)
- Plan buffer time between meetings or tasks
- End your workday by writing your 6 top tasks for tomorrow (Ivy Lee Method)
- Focus on progress, not perfection

4. Mindset & Boundaries - Balance requires mindset and energy mastery:

- Protect your YES by being intentional with your NO
- Plan your day based on energy, not just time
- Don’t aim for daily balance – think in terms of weekly harmony
- Let go of guilt. Structure allows freedom, not restriction

5. Recharge & Reflect - Rest is part of your productivity plan:

- Begin your day with a morning routine (gratitude, quiet, movement)
- Use an evening routine to decompress and reset
- Schedule digital detox blocks or “slow hours” each week

6. Helpful Tools & Apps - Simple systems that support you:

- Google Calendar + a paper planner = best of both worlds
- Notion, Trello, or Todoist for task tracking
- Time tracking (Toggl, Clockify) to learn where your time goes
- Color-code your calendar for visibility (work, wellness, personal, etc.)

7. Keep Joy and Presence Front & Center - You didn’t build a life to be overwhelmed in it.

- Schedule joy breaks: sunshine, music, hobbies, conversations
- Celebrate small wins—both business and life!



Remember:

- Success is not just about productivity... It's also about presence, peace, and purpose.