

BLUEBIRD WEEKLY PLANNER

(A4 Papersize, Landscape)

INSTRUCTIONS:

PLANNING

1. **PLAN** some goals for the next 10 weeks or so. Maybe it's a project you've always wanted to do. Print 10 copies of the planner page on page 2 of this document. (10 is a good number, but you do you!)
2. **PLAN** some goals for your week 1 that progress towards your main project goal(s) from step 1.
3. Over Monday morning coffee, **PLAN** the 6 most important tasks (Ivy Lee Method) for Monday to help progress towards the week's goals you wrote in step 2. If you do not drink coffee, tea is also great.

REVIEW

4. On Tuesday morning, **REVIEW** Monday's tasks. Write six new tasks for today. Carrying over any unfinished from Monday. Repeat this review each morning.
5. **REVIEW** your week 1 goals (step 2) on Friday evening. Also, plan some fun for your Saturday and Sunday, and try not to make it work-related. Repeat this step each Friday.
6. At the end of your 10 weeks (or however many you chose), **REVIEW** how you did. Add an extra week or two if you need a bit more time. There are no failures here.



BLUEBIRD WEEKLY PLANNER

PROJECT: _____

WEEK #: _____ of _____ DATE: _____ / _____

PLAN THIS WEEK'S GOALS

MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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REVIEW THIS WEEK'S GOALS; NOTE CARRYOVER FOR NEXT WEEK
