

## **Planning Guide: Step 2 - Weekly Planning**

Now that you know your values and how you work best, you're ready to plan for a successful week. Choose a day of the week (I do it over the weekend) where you can set aside 30 minutes (this is what Franklin Covey recommends). I use a timer to make it more fun. Pick whatever works best for your schedule.

### **Step 2A - Check Your Calendar**

Make sure any appointments, meetings, or social events are on a calendar with alarms or some kind of notification to leave in enough time to get there with less stress.

### **Step 2B - Make Your Weekly List**

Easy enough. Just write down everything you have to do this week. Make sure you check in with last week to see if there's anything important you didn't get done.

*Tip:* Have a method to keep track of things you have to do every month, week, and day. I use a checklist on my phone.

*Tip:* To stay balanced and connect with my values, I divide tasks into the 5 Life Zones.

### **Step 2C - Rank Your Weekly List**

This is where you go through your list and decide what's most important based on:

- Urgency - Did someone give you a deadline? Did you promise something by a certain date?
- Importance to you - Does it match your values? Will it help you meet your personal goals?
- Your ability to get it done in time - What else is on your plate? Are you the best person for the job?

There are two ways that people figure out what's most important.

## Option 1: The Eisenhower Matrix

The Eisenhower Matrix breaks down tasks into four boxes and tells you what to do with each one. Here they are in order of highest to lowest priority:

- 1. Urgent AND important** - Do today or ASAP
- 2. Important but NOT urgent** - Schedule for this week or before the deadline
- 3. Urgent but NOT important** - Give the task to someone else if you can
- 4. NOT important and NOT urgent** - Delete from your weekly to-do list (at least for now)

Here's what it looks like:

	Urgent	Not Urgent
Important	<b>Do it</b> today or ASAP	<b>Schedule</b> for this week or before the deadline
Not Important	<b>Give</b> the task to someone else if you can	<b>Delete</b> from your weekly to-do list (at least for now)

Here's my example:

	Urgent	Not Urgent
Important	<b>Do it</b> today or ASAP <ul style="list-style-type: none"> <li>• Mindfulness practices</li> <li>• Cardio 3-4 times/week</li> <li>• Work priorities (see separate list)</li> <li>• Healthy hydration and nutrition</li> </ul>	<b>Schedule</b> - This week/deadline <ul style="list-style-type: none"> <li>• Touch base with my grandmas</li> <li>• Make plans with my friends</li> <li>• Chores and cooking</li> </ul>
Not Important	<b>Give</b> the task to someone <ul style="list-style-type: none"> <li>• Less important work stuff with deadlines</li> </ul>	<b>Delete</b> from your weekly list <ul style="list-style-type: none"> <li>• Read book for friend's book club</li> </ul>

## Option 2: Big Rocks

Franklin Covey calls your most important tasks "Big Rocks."

1. For each of the 5 Life Zones, write 1-2 to-dos on your list. Use your values as a starting point. The easiest way to use Big Rocks is to write them on another sheet with headings for each Life Zone.
2. Label your Big Rocks based on when they need to be done and how important they are. Big Rocks are As and Bs.
  - **As** are the most urgent and important and need to be done by a specific day this week.
  - **Bs** are less urgent but important and need to be done this week.

Here's my example:

Big Rock	Task	Priority
Mental Health & Relationships	Mindfulness practices	A
	Make plans with my friends	B
	Touch base with my grandmas	B
Physical Health	Cardio 3-4 times this week	A
	Healthy hydration and nutrition	A
School and Work	Work priorities (see separate list)	A
	Prepare for coaching sessions	A
Adulting	Practice driving	A
	Chores and cooking	A
Passions and Hobbies	Read book for a friend's book club	B

Once you know your priorities and how you work best, you can plan for success in important areas of your life. And it's OK if you have different priorities than other people - we all have different values.

## **Step 2D (Optional) - Schedule Your Weekly List**

1. Decide on a day for your priority to-dos. Write it down under that day in your planner or whatever you use. *If you use Big Rocks, I like to note that it was a Big Rock and which Life Zone it's in.*
2. Use your Big Rocks or Matrix to rank the rest of your to-dos. *If you use the A-B-C method, your to-do list can include As, Bs, and Cs. Cs are the least urgent and important and must be done this month.*

### *Weekly Planning References*

- Baird-Goldman, K. (2022). Chapter 4: Building Systems to Support Organization and Planning. In *The CBT Workbook for Adult ADHD*. Rockridge Press.
- Baird-Goldman, K. (2022). Chapter 5: Improving Your Attention and Focus. In *The CBT Workbook for Adult ADHD*. Rockridge Press.
- Franklin Covey. (2019, October 21). *The Productivity Pyramid - Planning Weekly*. Franklin Planner PlannerTalk Blog. <https://blog.franklinplanner.com/organized-october-plan-weekly/>