MY PLANNING ROUTINE

MONTHLY

1. PREVIOUS MONTH: What was accomplished + where I am.
2. YEARLY GOALS: What I want + what needs to be done.
3. LEVEL 10 GOALS: What I want to change + ways to do it.

WEEKLY

1. Create steps towards each monthly goal.
2. Spread them across the 4 week time frame.

DAILY

night before

1. Fill in trackers
2. Fill in gratitude log
3. Note down any challenges I've done
4. Set up new daily spread
5. Migrate unfinished tasks
6. Check Calendex
7. Check Monthly Spread
8. Check weekly Spread
9. Goal Setting list (optional)
11. HouseWork Routine
12. Blogging Routine

next morning

1. Review today's tasks
2. Note important ones
3. Add anything if needed