

MY WEEKLY MASTER CHECKLIST

Goals to meet and things to do each week ON COMPUTER:

- Write two chapters for each of my two memoir books
- Create a blog post
- Find an image for that post
- Spend time editing and improving my short story ebook
- Spend time editing and improving my ebook, 20 Blog Post Must-Haves
- Spend 10 to 15 minutes (timed) on each of social media
 - (perhaps a different one each day, using the timer at <http://timer.onlineclock.net/>)
- Connect with someone, somehow, someway
- Run a maintenance scan on my computer (do while writing)
- Spend 30 minutes organizing files on computer (pictures files, desktop icons, bookmarks, etc)
- delete my browsing history, empty the cache, delete cookies, refresh my browser
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Goals to meet and things to do each week OFF COMPUTER:

- grocery shopping
- exercise in a fun way (go swimming with nephew, take niece/nephew/their dog for a walk)
- have dinner with my parents
- spend one evening with my son
- watch TV shows
- allot TWO days OFF to do whatever I want, and regardless of what I do, I will not say
"Because I did this today, I don't have to do that tomorrow"
- read a book
- meditate
- review my goals, write new ones when I've reached my current ones, and
assess my productivity rate, improving it where needed and making note of what is working
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MY WEEKLY PLAN (based on six hours of sleep – naps are to be scheduled!)

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Hour 1							
Hour 2							
Hour 3							
Hour 4							
Hour 5							
Hour 6							
Hour 7							
Hour 8							
Hour 9							
Hour 10							
Hour 11							
Hour 12							
Hour 13							
Hour 14							
Hour 15							
Hour 16							
Hour 17							
Hour 18							

My Weekly Planner

Sunday:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday: