			DAY:
Writing +	Editing P	Projects:	
[] write_	word	ds (500 min.)	
[] edit 50	00 (min) v	words	THINGS TO NOTE/RESEARCH
[]			OR PEOPLE TO
Blog/Web	site Stuff	:	CONTACT/FOLLOW UP ON
[] answe	r commei	nts	
[] write p	osts		
[] find im	nages to u	ıse	
Blog Read	ding + Co	mmenting:	
[]			
Emails/Co	mputer N	/laintenance	
[]			
Skype/Ha	ngouts/M	leetings	
[]			
Social Me	dia + Ma	rketing:	
[]Facebook	[]Google+	[]Twitter	
[]LinkedIn	[]Pinterest	[] Goodreads	
Chores/Er	rands:		
[] Housework	/Laundry:		
[] Grocery/Sh	opping:		
[] Appointme	nts:		

[] Other things to remember to do:

## 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 <a href="http://timer.onlineclock.net/">http://timer.onlineclock.net/</a> )
[ ] 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
[]
[]
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

## 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:		