

# Weekly Planning Sheet



## How to use the weekly planning sheet:

While there are many apps out there to help with each of these, our family often forgets about them (out of sight, out of mind) or we aren't on the same page for what needs done that week and can work together at it. We keep this on a clipboard in our main living area and then clip other important things to it, as needed, like receipts, itineraries, thinking sheets for projects, school calendars, etc., whatever we may need to find quickly.

- Start by choosing a day at the beginning of the week to have a quick family meeting (it may take longer the first couple of weeks but it gets faster!)
- TO DO column: Fill in all the things that you need to do, want to do, or have an idea to do (these should be things outside of your normal day to day tasks). It's okay if they may not get done, having them written down will help! If you have a prior to do list, add those things in. Talk about who will do them, when they should be done, or if they are more of a priority or not.
- APPOINTMENTS column: Fill in any commitments outside of work and school such as medical appointments, practices, or events you have committed to. Be sure to fill them in on the corresponding day.
- PROJECTS column: These are items that may require more time or multiple tasks to accomplish. They are usually a one time, or infrequent, multi-step action item that will need more time. This could be anything such as a home repairs or major chores that needs tended to, an account that needs created, travel planning, holiday or party planning, etc. You can work to create time to tackle these in your week if you see them listed, and they may transfer if they take several weeks to do.
- MEALS column: Fill in the plans for what you will eat for the main family meal time for the week, even if you are planning to eat out or do your own thing. Having this filled in helps plan shopping or budgeting, and create time together. If you eat more than one meal together a day, or plan other meals, that is great! Use the back of the sheet or the outer spaces to create those lists.
- SHOPPING LIST column: once you've planned your meals, take inventory of your supplies, then fill in what is needed. This will help when you need to run into the store. Often, I snap a photo of it when I need to run an errand so I have it handy.
- BLANK SPACES: There are larger margins to leave room for making notes or extending the columns as needed, especially the shopping list!

Happy Planning!



# Weekly Planning: \_\_\_\_\_ - \_\_\_\_\_

To Do:	Appointments:	Shopping List:
	M:	
	T:	
	W:	
	R:	
	F:	
	S/S:	
	<b>Projects:</b>	
	<b>Dinners:</b>	
	M:	
	T:	
	W:	
	R:	
	F:	
	S:	
	S:	

