WORKSHEET Calendar Audit and Weekly Plan

List everything that will take your time next week, on the calendar or off it.

THE AUDIT

Item: _____
☐ Keep ☐ Trim ☐ Hand back

Item: _____
☐ Keep ☐ Trim ☐ Hand back

Item: _____
☐ Keep ☐ Trim ☐ Hand back

Item: _____
☐ Keep ☐ Trim ☐ Hand back

Item: _____
☐ Keep ☐ Trim ☐ Hand back

The one thing I'll hand back, and my script: _____

The one thing I'll trim, and its new size: _____

NEXT WEEK, ON PURPOSE

First protected block (when, and what it's for): _____

Second protected block (when, and what it's for): _____

A yes I'm choosing on purpose, and where it stops: _____

☐ I put my protected blocks in the calendar before anything else.
☐ Each new yes this week gets a start and an end.
☐ I'll hand back no more than two things this week.
☐ I'll do a ten-minute check next Sunday.

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