Simple WEEKLY PLANNER

SEVEN DAYS ON ONE PAGE, THREE MUST-DOS FIRST — WEEK OF _____

THE THREE MUST-DOS

Circle a day for each.

1. _____ M T W T F S S
2. _____ M T W T F S S
3. _____ M T W T F S S

MONDAY

MUST-DO

- [ ]
- [ ]
- [ ]

TUESDAY

MUST-DO

- [ ]
- [ ]
- [ ]

WEDNESDAY

MUST-DO

- [ ]
- [ ]
- [ ]

THURSDAY

MUST-DO

- [ ]
- [ ]
- [ ]

FRIDAY

MUST-DO

- [ ]
- [ ]
- [ ]

SATURDAY

MUST-DO

- [ ]
- [ ]
- [ ]

SUNDAY

MUST-DO

- [ ]
- [ ]
- [ ]

FOR NEXT WEEK

Not done? It moves here, not to tomorrow.

- [ ]
- [ ]
- [ ]

HOW TO USE Plan the week in one sitting, at your Weekly Reset. Write three must-dos and give each a day. Copy each onto its day's top line, then add appointments. If a day fills up, the top line still comes first.

The top line comes first.

ORDERLY WEEK

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Simple WEEKLY PLANNER

ONE ROW A DAY, THE TOP LINE FIRST — WEEK OF _____

THE THREE MUST-DOS *Circle a day for each.*

	MUST-DO	M T W T F S S
1		○ ○ ○ ○ ○ ○ ○
2		○ ○ ○ ○ ○ ○ ○
3		○ ○ ○ ○ ○ ○ ○

MONDAY TO SUNDAY

DAY	MUST-DO	APPOINTMENTS AND THE REST	DONE
Monday			○
Tuesday			○
Wednesday			○
Thursday			○
Friday			○
Saturday			○
Sunday			○

FOR NEXT WEEK

Not done? It moves here, not to tomorrow.

- ☐ _____
- ☐ _____
- ☐ _____

◆ HOW TO USE

Plan the week in one sitting, at your Weekly Reset. Write three must-dos and give each a day. Copy each onto its day's top line, then add appointments. If a day fills up, the top line still comes first.

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Month

AT A GLANCE

THE WHOLE MONTH, THEN PLAN EACH WEEK — MONTH _____

WEEK OF _____ *Plans and dates*

Mon	Tue	Wed	Thu	Fri	Sat	Sun
○	○	○	○	○	○	○

WEEK OF _____ *Plans and dates*

Mon	Tue	Wed	Thu	Fri	Sat	Sun
○	○	○	○	○	○	○

WEEK OF _____ *Plans and dates*

Mon	Tue	Wed	Thu	Fri	Sat	Sun
○	○	○	○	○	○	○

WEEK OF _____ *Plans and dates*

Mon	Tue	Wed	Thu	Fri	Sat	Sun
○	○	○	○	○	○	○

WEEK OF _____ *Plans and dates*

Mon	Tue	Wed	Thu	Fri	Sat	Sun
○	○	○	○	○	○	○

THREE MUST-DOS THIS MONTH

- ☐
- ☐
- ☐

DATES TO REMEMBER

- ☐
- ☐
- ☐

◆ HOW TO USE

Write the month and a date in each square. Put appointments, birthdays and due dates here first, then copy each week onto your weekly planner. Out of squares? Write two dates in one.

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SIMPLE WEEKLY

Planner

Easy to Plan in One Sitting

WEEK OF _____

THE THREE MUST-DOS

Circle a day for each.

1. _____ M T W T F S S
2. _____ M T W T F S S
3. _____ M T W T F S S

MONDAY

Must-do

TUESDAY

Must-do

WEDNESDAY

Must-do

THURSDAY

Must-do

FRIDAY

Must-do

SATURDAY

Must-do

SUNDAY

Must-do

FOR NEXT WEEK

Not done? It moves here, not to tomorrow.

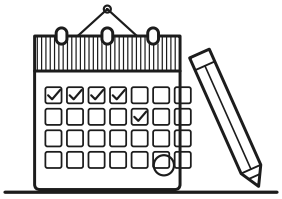
HOW TO USE Plan the week in one sitting, at your Weekly Reset. Write three must-dos and give each a day. Copy each onto its day's top line, then add appointments. If a day fills up, the top line still comes first.

The top line comes first.

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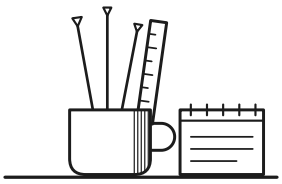
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SIMPLE

WEEKLY PLANNER

One row a day, the top line first



WEEK OF _____

THE THREE MUST-DOS *Circle a day for each.*

	MUST-DO	M T W T F S S
1		○○○○○○○
2		○○○○○○○
3		○○○○○○○

MONDAY TO SUNDAY

DAY	MUST-DO	APPOINTMENTS AND THE REST	DONE
Monday			○
Tuesday			○
Wednesday			○
Thursday			○
Friday			○
Saturday			○
Sunday			○

FOR NEXT WEEK

Not done? It moves here, not to tomorrow.

- ☐
- ☐
- ☐

HOW TO USE

Plan the week in one sitting, at your Weekly Reset. Write three must-dos and give each a day. Copy each onto its day's top line, then add appointments. If a day fills up, the top line still comes first.

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SEVEN DAYS ON ONE PAGE,
THREE MUST-DOS FIRST

Simple Weekly Planner



WEEK OF _____

THE THREE MUST-DOS

Circle a day for each.

1 _____ M T W T F S S

2 _____ M T W T F S S

3 _____ M T W T F S S

MONDAY

MUST-DO

- [ ]
- [ ]
- [ ]

TUESDAY

MUST-DO

- [ ]
- [ ]
- [ ]

WEDNESDAY

MUST-DO

- [ ]
- [ ]
- [ ]

THURSDAY

MUST-DO

- [ ]
- [ ]
- [ ]

FRIDAY

MUST-DO

- [ ]
- [ ]
- [ ]

SATURDAY

MUST-DO

- [ ]
- [ ]
- [ ]

SUNDAY

MUST-DO

- [ ]
- [ ]
- [ ]

FOR NEXT WEEK

Not done? It moves here, not to tomorrow.

- [ ]
- [ ]
- [ ]

HOW TO USE

Plan the week in one sitting, at your Weekly Reset. Write three must-dos and give each a day. Copy each onto its day's top line, then add appointments. If a day fills up, the top line still comes first.

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Simple
WEEKLY PLANNER

One row a day, the top line first

WEEK OF _____

THE THREE MUST-DOS *Circle a day for each.*

	MUST-DO	M T W T F S S
1		○ ○ ○ ○ ○ ○ ○
2		○ ○ ○ ○ ○ ○ ○
3		○ ○ ○ ○ ○ ○ ○

MONDAY TO SUNDAY

DAY	MUST-DO	APPOINTMENTS AND THE REST	DONE
Monday			○
Tuesday			○
Wednesday			○
Thursday			○
Friday			○
Saturday			○
Sunday			○

FOR NEXT WEEK

Not done? It moves here, not to tomorrow.

- ☐ _____
- ☐ _____
- ☐ _____

◆ HOW TO USE

Plan the week in one sitting, at your Weekly Reset. Write three must-dos and give each a day. Copy each onto its day's top line, then add appointments. If a day fills up, the top line still comes first.

The top line comes first.

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Simple Weekly PLANNER

SEVEN DAYS ON ONE PAGE, THREE MUST-DOS FIRST

WEEK OF _____

THE THREE MUST-DOS

Circle a day for each.

1 _____ M T W T F S S

2 _____ M T W T F S S

3 _____ M T W T F S S

MONDAY

MUST-DO

- [ ]
- [ ]
- [ ]

TUESDAY

MUST-DO

- [ ]
- [ ]
- [ ]

WEDNESDAY

MUST-DO

- [ ]
- [ ]
- [ ]

THURSDAY

MUST-DO

- [ ]
- [ ]
- [ ]

FRIDAY

MUST-DO

- [ ]
- [ ]
- [ ]

SATURDAY

MUST-DO

- [ ]
- [ ]
- [ ]

SUNDAY

MUST-DO

- [ ]
- [ ]
- [ ]

FOR NEXT WEEK

Not done? It moves here, not to tomorrow.

- [ ]
- [ ]
- [ ]

HOW TO USE Plan the week in one sitting, at your Weekly Reset. Write three must-dos and give each a day. Copy each onto its day's top line, then add appointments. If a day fills up, the top line still comes first.

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Simple Weekly Planner

3 Must-Dos a Week

Week of .....

THE THREE MUST-DOS *Circle a day for each.*

	MUST-DO	M T W T F S S
1		○ ○ ○ ○ ○ ○ ○
2		○ ○ ○ ○ ○ ○ ○
3		○ ○ ○ ○ ○ ○ ○

MONDAY TO SUNDAY

DAY	MUST-DO	APPOINTMENTS AND THE REST	DONE
Monday			○
Tuesday			○
Wednesday			○
Thursday			○
Friday			○
Saturday			○
Sunday			○

FOR NEXT WEEK

Not done? It moves here, not to tomorrow.

- ○
- ○
- ○

HOW TO USE Plan the week in one sitting, at your Weekly Reset. Write three must-dos and give each a day. Copy each onto its day's top line, then add appointments. If a day fills up, the top line still comes first.

The top line comes first.

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SIMPLE WEEKLY *Planner*

SEVEN DAYS ON ONE PAGE, THREE MUST-DOS FIRST

WEEK OF _____

THE THREE MUST-DOS

Circle a day for each.

1. _____ M T W T F S S
2. _____ M T W T F S S
3. _____ M T W T F S S

MONDAY

MUST-DO

- ○
- ○
- ○

TUESDAY

MUST-DO

- ○
- ○
- ○

WEDNESDAY

MUST-DO

- ○
- ○
- ○

THURSDAY

MUST-DO

- ○
- ○
- ○

FRIDAY

MUST-DO

- ○
- ○
- ○

SATURDAY

MUST-DO

- ○
- ○
- ○

SUNDAY

MUST-DO

- ○
- ○
- ○

FOR NEXT WEEK

Not done? It moves here, not to tomorrow.

- ○
- ○
- ○

HOW TO USE

Plan the week in one sitting, at your Weekly Reset. Write three must-dos and give each a day. Copy each onto its day's top line, then add appointments. If a day fills up, the top line still comes first.

The top line comes first.

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ONE ROW A DAY, THE TOP LINE FIRST

Simple Weekly Planner

WEEK OF _____

THE THREE MUST-DOS *Circle a day for each.*

	MUST-DO	M T W T F S S
1		○ ○ ○ ○ ○ ○ ○
2		○ ○ ○ ○ ○ ○ ○
3		○ ○ ○ ○ ○ ○ ○

MONDAY TO SUNDAY

DAY	MUST-DO	APPOINTMENTS AND THE REST	DONE
Monday			○
Tuesday			○
Wednesday			○
Thursday			○
Friday			○
Saturday			○
Sunday			○

FOR NEXT WEEK

Not done? It moves here, not to tomorrow.

- ☐
- ☐
- ☐

◆ HOW TO USE

Plan the week in one sitting, at your Weekly Reset. Write three must-dos and give each a day. Copy each onto its day's top line, then add appointments. If a day fills up, the top line still comes first.

The top line comes first.

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SEVEN DAYS ON ONE PAGE, THREE MUST-DOS FIRST

SIMPLE WEEKLY PLANNER

WEEK OF _____

THE THREE MUST-DOS

Circle a day for each.

1. _____ M T W T F S S
2. _____ M T W T F S S
3. _____ M T W T F S S

1 MONDAY

MUST-DO _____

2 TUESDAY

MUST-DO _____

3 WEDNESDAY

MUST-DO _____

4 THURSDAY

MUST-DO _____

5 FRIDAY

MUST-DO _____

6 SATURDAY

MUST-DO _____

7 SUNDAY

MUST-DO _____

8 FOR NEXT WEEK

Not done? It moves here, not to tomorrow.

_____

HOW TO USE

Plan the week in one sitting, at your Weekly Reset. Write three must-dos and give each a day. Copy each onto its day's top line, then add appointments. If a day fills up, the top line still comes first.

The top line comes first.

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Simple
WEEKLY PLANNER

★ SEVEN DAYS ON ONE PAGE, THREE MUST-DOS FIRST ★

WEEK OF _____

THE THREE MUST-DOS

Circle a day for each.

1 _____ M T W T F S S

2 _____ M T W T F S S

3 _____ M T W T F S S

MONDAY

MUST-DO

- [ ]
- [ ]
- [ ]

TUESDAY

MUST-DO

- [ ]
- [ ]
- [ ]

WEDNESDAY

MUST-DO

- [ ]
- [ ]
- [ ]

THURSDAY

MUST-DO

- [ ]
- [ ]
- [ ]

FRIDAY

MUST-DO

- [ ]
- [ ]
- [ ]

SATURDAY

MUST-DO

- [ ]
- [ ]
- [ ]

SUNDAY

MUST-DO

- [ ]
- [ ]
- [ ]

FOR NEXT WEEK

Not done? It moves here, not to tomorrow.

- [ ]
- [ ]
- [ ]

◆ HOW TO USE

Plan the week in one sitting, at your Weekly Reset. Write three must-dos and give each a day. Copy each onto its day's top line, then add appointments. If a day fills up, the top line still comes first.

The top line comes first.

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Plan Once, Use All Week

Simple Weekly

PLANNER

WEEK OF _____

THE THREE MUST-DOS *Circle a day for each.*

	MUST-DO	M T W T F S S
1		○ ○ ○ ○ ○ ○ ○
2		○ ○ ○ ○ ○ ○ ○
3		○ ○ ○ ○ ○ ○ ○

MONDAY TO SUNDAY

DAY	MUST-DO	APPOINTMENTS AND THE REST	DONE
MONDAY			○
TUESDAY			○
WEDNESDAY			○
THURSDAY			○
FRIDAY			○
SATURDAY			○
SUNDAY			○

FOR NEXT WEEK

Not done? It moves here, not to tomorrow.

- ☐ _____
- ☐ _____
- ☐ _____

HOW TO USE Plan the week in one sitting, at your Weekly Reset. Write three must-dos and give each a day. Copy each onto its day's top line, then add appointments. If a day fills up, the top line still comes first.

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Simple to Fill In
MONTH
at a Glance

MONTH _____

WEEK OF _____

MON	TUE	WED	THU	FRI	SAT	SUN

WEEK OF _____

MON	TUE	WED	THU	FRI	SAT	SUN

WEEK OF _____

MON	TUE	WED	THU	FRI	SAT	SUN

WEEK OF _____

MON	TUE	WED	THU	FRI	SAT	SUN

WEEK OF _____

MON	TUE	WED	THU	FRI	SAT	SUN

THREE MUST-DOS THIS MONTH

- [ ]
- [ ]
- [ ]

DATES TO REMEMBER

- [ ]
- [ ]
- [ ]

HOW TO USE Write the month and a date in each square. Put appointments, birthdays and due dates here first, then copy each week onto your weekly planner. Out of squares? Write two dates in one.

See the month, then plan the week.

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SIMPLE
WEEKLY PLANNER

Seven days on one page, three must-dos first

Week of .....

THE THREE MUST-DOS

Circle a day for each.

1 _____ M T W T F S S

2 _____ M T W T F S S

3 _____ M T W T F S S

MONDAY

MUST-DO

- [ ]
- [ ]
- [ ]

TUESDAY

MUST-DO

- [ ]
- [ ]
- [ ]

WEDNESDAY

MUST-DO

- [ ]
- [ ]
- [ ]

THURSDAY

MUST-DO

- [ ]
- [ ]
- [ ]

FRIDAY

MUST-DO

- [ ]
- [ ]
- [ ]

SATURDAY

MUST-DO

- [ ]
- [ ]
- [ ]

SUNDAY

MUST-DO

- [ ]
- [ ]
- [ ]

FOR NEXT WEEK

Not done? It moves here, not to tomorrow.

- [ ]
- [ ]
- [ ]

HOW TO USE Plan the week in one sitting, at your Weekly Reset. Write three must-dos and give each a day. Copy each onto its day's top line, then add appointments. If a day fills up, the top line still comes first.

The top line comes first.

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ONE ROW A DAY, THE TOP LINE FIRST

SIMPLE

WEEKLY PLANNER

WEEK OF _____

THE THREE MUST-DOS *Circle a day for each.*

	MUST-DO	M T W T F S S
1		○○○○○○○
2		○○○○○○○
3		○○○○○○○

MONDAY TO SUNDAY

DAY	MUST-DO	APPOINTMENTS AND THE REST	DONE
Monday			○
Tuesday			○
Wednesday			○
Thursday			○
Friday			○
Saturday			○
Sunday			○

FOR NEXT WEEK

Not done? It moves here, not to tomorrow.

○ _____

○ _____

○ _____

HOW TO USE

Plan the week in one sitting, at your Weekly Reset. Write three must-dos and give each a day. Copy each onto its day's top line, then add appointments. If a day fills up, the top line still comes first.

The top line comes first.

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