



## PERSONAL ORGANIZING PLANNER

	MON	TUES	WED	THU	FRI	SAT	SUN
a.m.							
mid-day							
p.m.							

List chores and tasks that are a regular part of your routine (i.e., laundry, gym, clean house) that **must** get done.

- 1 Menu planning for 2-3 days
- 2 Grocery shopping
- 3 Food prep
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_
- 10 \_\_\_\_\_

Then, use a pencil (to easily erase and move items around; to assure a neat finished product) to plug items into a day(s) of the week where you **will** get them done, crossing them off your list as you plug them in.