



## PERSONAL ORGANIZING PLANNER

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|         | 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.