Section Key

Outlined sections are automated partially to fully.

Sections marked with a **red X** are tracked on the tracker sheet

The Weekly Roll

The Weekly Roll will update each week filled with Appointments, events, and reminders for that week which are pulled from the DTR (Date to Remember) sheet of the workbook.

It also has 8 slots for daily routine Items, and a tracker for Meals and snacks.

Added but not but removable items are the Julian date next to the month and day and the week number at the very top. These can easily be removed with issue.

To-do List

This is populated by the tasks enter in your to-do Sheet. Where you enter the task and the deadline for the task to be achieved. Based on when the task is due to be achieved will determine its priority level 1-4. 1 means it needs to happen today, 4 some time in the next 6 months. if a priority 1 task becomes our due it stay as a priority 1 task until it has been completed and marked as such on the to-do sheet.

Workout Tracker

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Week 2

	Mon	04	Jan-4
Reading:			
Workout			
Breakfast			
Vitamins			
Teeth - Am	B:		
Teeth - Pm	S:		
Wash Face Am	L:		
Wash Face Pm	D:		

(Daily routine blocks repeat for Tue 05 / Jan-5, Wed 06 / Jan-6, Thu 07 / Jan-7, Fri 08 / Jan-8, Sat 09 / Jan-9, Sun 10 / Jan-10)

January

M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Dailies / Weeklies

Dailies — M T W T F S S
- Clean Stove Top
- Wipe kitchen Counters
- Sweep Dining room Floor
- Facial scrub
- Clean water bottle

Weeklies
- Refill Pills
- Do Laundry
- Take out trash (Tuesday/Friday)
- Take recycling (Thursday)
- Clean Kitchen
- Clean Living
- Clean Bed
- Clean Upstairs
- **Change Toothbrush**
- **Check smoke alarms**
- **Clean Dishwasher**
- **Clean Disposal**

My To-do's

(blank lined list)

Hydration Tracker

M / T / W / T / F / S / S

Bills

Bills	Date	$$
Mortgage		$
Car payments		$
Car Insur		$
Life Insurance		$
Phone		$
Gas		$
Water		$
Electric		$
Internet		$
Daycare		$
Credit Cards		$
HOA		$
		$
E-fund		$
Roth		$
Savings		$
Investments		$

Savings Tracker

J F M A M J J A S O N D
J F M A M J J A S O N D
J F M A M J J A S O N D

Notes

(blank lined section)

Monthly Calendar

This is another automated feature, that pulls from the DTR sheet. It will highlight the current week, outline any upcoming events, appointments and reminders, within a specified amount of time, for this I project out for 2 weeks. What the outlined item is will be shown next to the calendar.

Chores

The Daily chores is **NOT automated**, but there is room for additional chores as needed. Also the tasks accomplished for this section are tracked on the tracker sheet.

The Weekly Chores sections is a hybrid of weekly and monthly chores. The Weekly chores are **NOT automated** but are tracked.

The monthly chores in black are automated. With only 4 such chore showing up each week and rotating out for the next weeks chores, whether or not they have been accomplished.

Bills/ Saving Tracker

This section is great for tracking bills and other expenses that have been paid. It's populated by that month's expense sheet and will change to the next month as time moves on so you don't have to change the code.

The saving tracker below will highlight months that have been paid as well. Such as if you have a set amount going into saving, investments, Emergency funds and so on.