

MONTHLY PLANNING checklist

- ☐ Check previous weeks and month to see if you made any notes or reminders for this one..
- ☐ Note any special dates
- ☐ Check monthly planner/goal sheet and schedule any tasks
- ☐ Check priority list and make time for you top priorities
- ☐ Note monthly and weekly top three (if need be)
- ☐ Schedule your monthly top three
- ☐ Meal Planning/Shopping Lists
- ☐ Make note/schedule monthly household tasks
- ☐ Bills to be paid
- ☐ Items from previous month that need to be moved to this one
- ☐ Schedule time for you
- ☐ Remember-leave free time for spontaneous joys or unexpected things
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

quick reference

Top Three Things

Recurring Monthly Events, Activities or Responsibilities

Monthly Household Tasks

Routine Monthly Work Tasks

Notes
