

Setting Up the Week Ahead

Spend fifteen minutes now so that next week has fewer surprises in it.

WHEN TO USE THIS

Use this at the end of a week, before the next one starts.

Tick what you can set up before the week starts.

- ☐ Wash and put away one load
- ☐ Buy food for two or three meals
- ☐ Check what is on the calendar
- ☐ Charge things and find chargers
- ☐ Put out clothes for Monday
- ☐ Set the alarms you need
- ☐ Fill anything you are running low on

What caught you off guard last week that you could see coming this time?

Pick two things from the list above. When exactly will you do them?

What is the one thing next week that you are dreading? Write it down.

Naming it now takes some of the surprise out of it.

Fifteen minutes now buys back a lot of Monday.