

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
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quick reference

Top Three Things

Recurring Monthly Events, Activities or Responsibilities

Monthly Household Tasks

Routine Monthly Work Tasks

Notes
