## ORGANIZE IT Weekly Planner Track projects, next actions and roles and responsibilities in your life

MON	TUE	WED	THU	FRI	SAT	SUN
MON  Do blog post  Weekly food shop	Ring Sarah Type up report Book hire car	Do blog post  Wash car  Prepare conf. notes	Conference all day	Post parcel File conf. notes	Plan family outing Rent a film	Weekly review
TIME: AM  9:30 Meeting		8.00 School trip	9.00 Conference	10.30 Haircut		11:00 Parents over 11:30 Lunch
TIME: PM						
6.00 Gym	225 Dentist	430 Kids return 6.00 Gym		600 Gym 7:30 Dinner	3.00 Football	

ROLE, RESPONSIBILITY OR CO	NTEXT	
Home-owner		
Hoover bedroom carpet		
Paint hallway ceiling		
De-clutter hallway		
Iron clothes		
Clean the dishes		
Empty intray		
Change bed sheets		

Pay electricity bill Ring parents Iron suit Return library book Search for birthday present Backup blog
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