

Planning Checklist

A Planning Checklist is a structure used by clients to plan weekly activities. Clients review the checklist during a time they set aside to plan their week.

These items are to be evaluated for action on a weekly basis:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

For example:

- When will I exercise this week?
- What people/relationships need attention this week?
- What special dates do I want to plan for (birthdays, anniversaries, etc.)?
- In what areas am I out of balance? What will I do about it?
- What is one thing from my “beat procrastination” list that I will complete this week?
- How will I honor my value of _____ this week?