

Stress-Free *Planner*

3 step system to
accomplish what
matters most



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Welcome to the Stress-Free Planner

Forget the days of too much to do and feeling frustrated at the end of the day.

This simple 3 step system makes scheduling make sense. *Because staying on top of your responsibilities should feel empowering, not complicated.*

This is your invitation to take control of your future. Accountability is the most important thing when you're building the business you want.

At the beginning of each week, schedule a planning meeting just for yourself. **This is protected time**, to make sure the rest of the week runs smoothly and with intention.

- 1- Start by considering all of the tasks that you want accomplished that week and put them into the Eisenhower Matrix to determine how to address all of them.
- 2- Pick 1 – 3 areas that are your priority for the week. Staying focused is what will make sure you accomplish what really matters most. Limiting your priorities each week will help keep you from getting overwhelmed. It doesn't mean you can't work on other things when time presents itself, as long as you keep your priorities in mind.
- 3- Scheduling – start by adding all your appointments or meetings into the lower part of the weekly schedule. These are time bound responsibilities. At the top under *today's priorities*, add **up to 3 things** that you want to accomplish that day. By limiting your priorities, you will take the pressure off and allow you to be more intentional with how you do choose to spend your time. Without the pressure, you're free to work on whatever feels right once the priorities are complete.

At the end of the week, take a few minutes to review how the week went. What went well, what would you do differently, and what are you grateful for. It's simple but important to keep you focused on what matters. Then look at what didn't get done this week and reschedule it for next week with no pressure or judgement.

Any ideas or thoughts you want to remember, add to the notes section.

When you keep things simple,
you make Progress faster.





PLANNING MEETING

Hold an accountability session with yourself, as the business owner at the beginning of each week.

TAKE 10 – ten minutes to focus and plan

- ☐ Projects to review or schedule time for
- ☐ People to contact
- ☐ Areas to clean or tidy up

Step 1- Use the Eisenhower matrix to review what needs to be done.

	Urgent	Not Urgent
Important	A	B
Not Important	C	D

Prioritize

Do immediately: (quadrant A)

- ☐ _____
- ☐ _____
- ☐ _____

Schedule (quadrant B)

- ☐ _____
- ☐ _____
- ☐ _____

Delegate (quadrant C)

- ☐ _____
- ☐ _____
- ☐ _____

Move to down time schedule or discard (quadrant D)





Step 2 - Choose 1 – 3 things that are the top priorities for this week, where your focus will make the biggest difference.

THIS WEEK'S PRIORITIES





Step 3 – Time to schedule: Anything that has a specific appointment time goes in first.

	Today's Priority...
☐	
☐	
☐	

	Today's Priority...
☐	
☐	
☐	

	Today's Priority...
☐	
☐	
☐	

TIME	Monday

TIME	Tuesday

TIME	Wednesday





Daily priorities go in next. This takes the place of your to-do list.

	Today's Priority...
☐	
☐	
☐	

	Today's Priority...
☐	
☐	
☐	

	Today's Priority...
☐	
☐	
☐	

TIME	Thursday

TIME	Friday

TIME	Saturday/Sunday



Follow up: Take a few minutes to evaluate your week.

WEEK IN REVIEW

3 THINGS THAT WORKED WELL:

3 THINGS THAT CAN BE IMPROVED:

3 THINGS I AM GRATEFUL FOR:

THINGS TO RESCHEDULE FOR NEXT WEEK



NOTES

