

Weekly Planning Resources

Monday Hour One

Monday Hour One is a concept and a tool. There is a full program teaching this here: mondayhourone.com I highly recommend the course but you can also get a idea of the basics by searching The Life Coach School Podcasts on it.

Monday Hour One is taking one hour, on Sunday night or Monday morning and writing EVERYTHING down that you need to get done. EVERYTHING that comes to mind.

Our brain is NOT designed to be a hard drive, it is meant to be a processor. When we spend a lot of time trying to remember what we need to get done it can be overwhelming.

To calm your brain down, help yourself to get focused I highly recommend this process.

1. Monday Hour One: take one hour before you start your work week and list everything personal and work wise you want to get done.
2. Estimate the time needed and then transfer these items to your calendar.
3. Plug in self care, appointments, lunch hours and workouts, etc.
4. Plug in scheduled appointments
5. Now plug in project work time/desk time
6. Put in some overflow blocks where you can complete projects that took longer than anticipated.

I've found that from planning in this way I can relax into the self care time and other activities on my calendar because I know that the important items have spots on my calendar as well.

This is also a practice, I do this a little differently each week but when I honor getting my list onto my calendar I relax and am more present with each activity because I know that I've planned the time needed to get the important items done.

Friday Hour Done.

This is when you review your week and be sure if there are any undone items they are transferred to your Monday Hour List for the next week.

I love ending the week seeing what I did complete and evaluating how it all worked.

1. What worked well

What activities that you spent time on served you and your business well? Did you move the needle a bit further in some of your business building activities? Did you complete the client

work you wanted to get to. How did your placement of activities work? Again, what worked for you in your planning and what you spent time on business wise?

2. What didn't work?

What was frustrating, what did you procrastinate? Did you finish items as planned? What did not work for you?

3. What are you going to do next week?

From what worked and what didn't, what would you love to do in the planning and executing of items next week.

When you evaluate ANYTHING in your business I highly recommend this practice. You start with the positive, which points your brain in a solution making mode vs just identifying all of the problems.

What worked well?

What didn't work?

What would you love to do next time?