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Weekly Work TO-DO Journal/Planner List Template

Purpose:

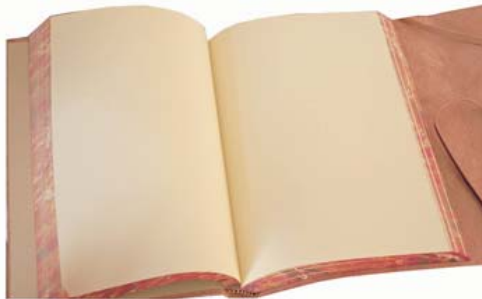
This planner template can be used in any type of lined or unlined journal using the ideas presented within this article. It is suitable for anyone who wishes to separate business tasks from personal tasks, and who is not required to separate the day by time periods. It is also suited to home based or small business owners who have several tasks to take care of in any given day or week. If you use a planner like this, you also have a record for your business of tasks completed if you ever require one for auditing or legal purposes.



Type of Journal to Use:

The following type of planner can be used in any kind of journal. I find a hard cover journal is best, because if you separate the task periods by week, you could end up with a journal that suits you for several years, and is durable. A journal that is lined works well, or if you are a scribbler, then a non-lined journal may be better. If you select a journal with a ribbon attached, that is great too in order to be able to open to the current page you are on. It is also easy to attach a ribbon with glue or tape at the back of your journal and feed it to the pages you are working on.

I also find that if you write only on the right facing page that leaves the left facing side for you to jot notes on, add sticky notes or anything you wish to place on the page.



Introduction:

I tried several daily and weekly planners, but found many never suited my needs. They either defined my day too much by suggesting that I should have something to write down every half hour. This is fine if you work on an appointment or scheduling business. What if you have the type of business where tasks can

span several hours or even days, but in the meantime, you may have other things to take care of also. The following template will help in this case.

I found the need to separate daily and/or weekly tasks into three areas. The first is daily work - where you are at a job. The second is the personal stuff that sometimes we have to deal with daily, and the third are what I call fringe items. Things that I don't necessarily have to take care of right away, but if I don't jot them down and remember them, they might not get done, or may creep up on me so that I don't end up having enough time to do them (e.g. preparing for a party or vacation).

Depending on the tasks you have to do, will depend on the date range. Sometimes if I have lots to do, my date ranges will be smaller than at other times. Or over Christmas and other holidays, the range may be longer than usual. One word of advice: don't make your range too long, or you will find the tasks become 'procrastinating' tasks, where you just might not get to them.

The following is an example of how you would use this template:

Weekly Work TO-DO Journal/Planner List

DATE(S) From:

TO:

e.g.: January 5, 2009 to January 9, 2009

WORK TASKS:

These are your daily tasks. I found most daily planners list tasks by the hour. What if it takes you a whole day to do one task, and the hours blend together. This just lists work tasks you should do within your selected date frame. You may also want to prioritize the list with the items you need to get done soonest, or you may want to break the list into sections of work types.

e.g.:

Accounting:

- Arrange meeting with accountant
- Monthly bookkeeping entered to date
- Prepare timesheet

Web Work:

- Create index page template for Joe Smith Plumbing
- Create custom logo for Jane Smith Draperies

PERSONAL TO-DO:

It seems every day/week we still have pesky personal items we should take care of. This lists them so that you don't forget.

e.g.:

- Book hair appointment
- Phone sitter
- Write in my journal

FRINGE TASKS:

These are tasks, either personal or business that don't need immediate attention, but still need to be remembered. They may not even have a definite 'to be done by date', but should be taken care of at some point in the future.

e.g.:

- Pack for holidays
- Transfer vacation funds to traveler's checks
- Drop off gift to a friend
- Practice piano lessons

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CARRY OVER TASKS:

Sometimes you won't get to all that is on your list within your given date period, so with this type of planner template, it is easy to just continue on the next page with a new date range, and repeat the items, but prioritize the list as you need to. Also, you may have continuous tasks that you repeat every week or two, but you still want to jot them down. For example, your time period might carry on looking like this:

WORK TASKS:

- Meet with accountant
- Submit timesheets to payroll department head (month end)

PERSONAL TO-DO:

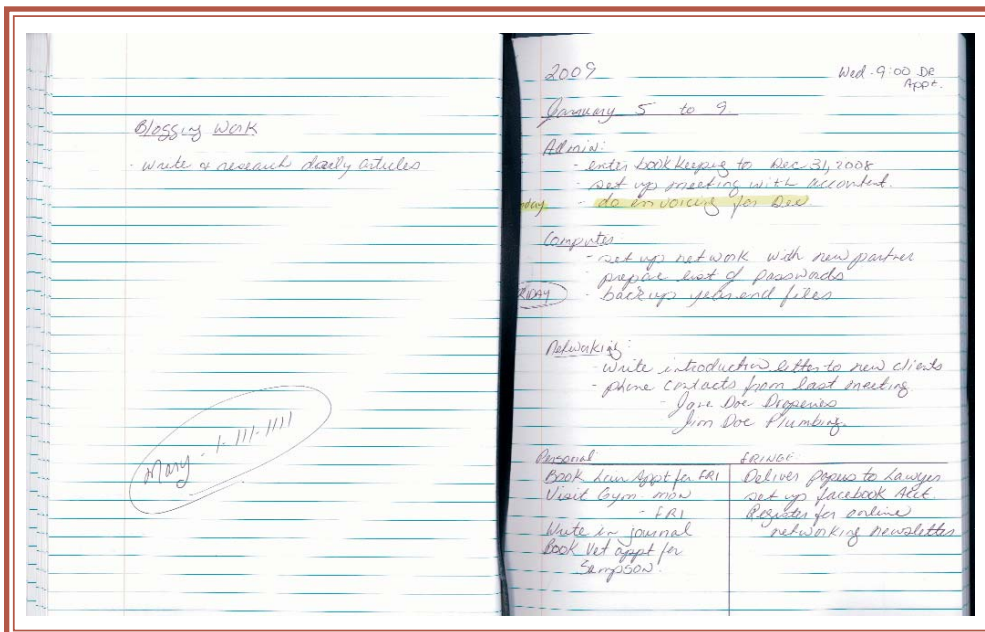
- Hair appointment - Tuesday 3:00
- Write in my journal

FRINGE TASKS:

- Pack for holidays
- Practice piano lessons

Notes and Sample:

When you are finished your tasks, be sure to check them off. You can also highlight tasks with a highlighter pen if you want to prioritize items you need to get done immediately. Sometimes, if I am writing on a columned page I will also had a date of the week when I should really have the task done by.



Enjoy this weekly Work To-Do Template idea. If you think of additional uses, please don't hesitate to contact us at: <http://www.journalsandpapers.com>.

We also have a full line of journals that you may find handy to use this for this template.

