

Weekly Planner: Manage Your Time so it Doesn't Manage You

MON

TUE

WED

THU

FRI

SAT +
SUN

Take a few moments at the start of your week to plan ahead. As you look at your schedule, consider giving each day a specific focus within your business and life. Instead of trying to do everything every day, allow yourself to concentrate on one area at a time, like client work, marketing, admin tasks, or creative planning. When you group similar tasks together and focus on one category each day, it creates space for deeper work, less overwhelm, and more clarity. This simple rhythm can help you feel more organized, intentional, and at peace as you move through your week.

A goal is what you're working toward... your to-do list is how you get there, one small step at a time.

Top 5 Goals











Things To Do













LEARN MORE ABOUT HOW TO USE THIS
PRINTABLE BY SCANNING THE QR CODE AND
WATCHING THE YOUTUBE VIDEO.



Weekly Planner: Manage Your Time so it Doesn't Manage You

EXAMPLE

MON

Send Out Card Mondays

TUE

Touched by a Horse Tuesdays

WED

HSRR and EGC Wednesdays

THU

YouTube Thursdays

FRI

Family Fridays

SAT +
SUN

Rest Days & Get things done around the house

Take a few moments at the start of your week to plan ahead. As you look at your schedule, consider giving each day a specific focus within your business and life. Instead of trying to do everything every day, allow yourself to concentrate on one area at a time, like client work, marketing, admin tasks, or creative planning. When you group similar tasks together and focus on one category each day, it creates space for deeper work, less overwhelm, and more clarity. This simple rhythm can help you feel more organized, intentional, and at peace as you move through your week.

A goal is what you're working toward... your to-do list is how you get there, one small step at a time.

Top 5 Goals

- Grow my Send Out Card team
- Get new clients for HSRR
- Plan a HSRR Beach Retreat
- Grow my YouTube channel
- Connect more with my husband

Things To Do

- Reach out to 4 people about SOCs
- Reach out to 7 people about HSRR
- Book hotel & activities for beach retreat
- Film 4 new engaging YT videos for May
- Plan a date night with husband



LEARN MORE ABOUT HOW TO USE THIS PRINTABLE BY SCANNING THE QR CODE AND WATCHING THE YOUTUBE VIDEO.



Daily Planner: Manage Your Time so it Doesn't Manage You

Hourly Schedule

6 am	
7 am	
8 am	
9 am	
10 am	
11 am	
12 pm	
1 pm	
2 pm	
3 pm	
4 pm	
5 pm	
6 pm	
7 pm	
8 pm	
9 pm	
10 pm	

Take a few moments to time block your day and plan what you want to accomplish. One simple shift that can make a big difference is going to bed just a little earlier, so you can wake up earlier and begin your day with purpose. Try to resist hitting the snooze button. Give yourself that quiet time to ease into your morning.

As you plan your day, focus on your most important tasks first when your mind is fresh and your energy is highest. When you put the most meaningful things at the beginning of your day, everything else tends to fall into place more easily. Small, intentional steps like this can help you feel more focused.

At night, be sure to celebrate when you get so many tasks completed. It's your celebration "yay" at the end of the day!

3 Business To Dos

- _____
- _____
- _____

3 Personal To Dos

- _____
- _____
- _____

Day "YAY" - Celebrate Success



LEARN MORE ABOUT HOW TO USE THIS
PRINTABLE BY SCANNING THE QR CODE AND
WATCHING THE YOUTUBE VIDEO.



Daily Planner: Manage Your Time so it Doesn't Manage You

EXAMPLE

Hourly Schedule

6 am	Wake up & get ready
7 am	Bible study & breakfast
8 am	Feed the horses
9 am	Jennah here: Plan day
10 am	Book hotel, flights, horseback riding
11 am	
12 pm	Lunch break & Errands
1 pm	
2 pm	Film YouTube videos for May
3 pm	
4 pm	Send invites for upcoming events
5 pm	
6 pm	Dinner with Dave
7 pm	Clean house, laundry, rest & reset
8 pm	
9 pm	Get ready for bed
10 pm	

Take a few moments to time block your day and plan what you want to accomplish. One simple shift that can make a big difference is going to bed just a little earlier, so you can wake up earlier and begin your day with purpose. Try to resist hitting the snooze button. Give yourself that quiet time to ease into your morning.

As you plan your day, focus on your most important tasks first when your mind is fresh and your energy is highest. When you put the most meaningful things at the beginning of your day, everything else tends to fall into place more easily. Small, intentional steps like this can help you feel more focused.

At night, be sure to celebrate when you get so many tasks completed. It's your celebration "yay" at the end of the day!

3 Business To Dos

- Send invitations for upcoming events

- Book activity for beach retreat

- Book flights for Tennessee trip

3 Personal To Dos

- Get gift for granddaughter's bday

- Schedule doctor's appointment

- Get groceries for the week

Day "YAY" - Celebrate Success

Sat on the porch for 10 minutes in silence



**LEARN MORE ABOUT HOW TO USE THIS
PRINTABLE BY SCANNING THE QR CODE AND
WATCHING THE YOUTUBE VIDEO.**





Let's Connect:



Did you love your experience at Happy Success Ranch Retreats? Please leave a review on Google:

https://g.page/r/CXfpNKOWMwR_EBM/review

Sign up for email newsletters here:

<https://lp.constantcontactpages.com/sl/ozoM7FY>

Subscribe on YouTube:

youtube.com/@happysuccess_ranchretreats

Follow us on Instagram:

instagram.com/happysuccess_ranchretreats

Want more information about hiring Kellie to speak?

Email kellie@happysuccessranchretreats.com

See our website here:

happysuccessranchretreats.com

Check us out on Facebook:

<facebook.com/HappySuccessRanchRetreats>

Download free printables on our blog:

<https://happysuccessranchretreats.com/blog/>