

Saturday



Sunday

POW:	Lesson Planner:
Check last weekend's to-dos/this week's to-dos.	Review last week's work - make notes, file/forward.
Check with family - what do they need to do?	Check tote bags & clipboards - declutter, organize.
Create new planning page for coming weekend.	Update learning line/shelves re ~ weekly theme/topic.
Begin errands-marketing list.	Prepare materials: photocopies/resources/supplies.
	Make library requests - next week's topics/theme.
File Folders:	Sketch out rhythm/agenda.
Pull next week's folder - check contents.	Outline student goals.
Look through this week's folder - file or forward.	
Put last week's folder back in crate.	In-basket/Mail Pile: sort/toss/file/forward
Month @ a Glance Calendar:	Budget & Bills:
What does next week look like? (theme, days of note, weather, activity level, crafts/projects)	organize receipts • note spending • project next week's spending • pay bills due • check "big purchases" list
Weekly Planning Sheets:	Email: go through & address/delete.
Fill in weekly overview sections →	Phone: check text messages/notes to follow up on.
Days of Note/Weekly Seasonal Theme	Correspondence: organize cards/notes to mail this week.
Menu Plan: suppers, extras (update marketing list)	
Home & Garden: current goals, extra tasks, seasonal chores, gardening	Journal: review last week's pages (index 1x/month).
Comforts & Crafts: correspond with theme/of note	Reading Basket: organize, update reading log.
To Do This Week: check last week's to-do, POW	Blogging/Personal Projects: pics/posts/ideas
	Family Meeting/Sunday Dinner:
Menu Plan:	calendar • to-dos • expectations • expenses • schoolwork
Organize coupons/look over circulars.	• prayer/mindfulness • projects on tap (goals) • events
Look at "meals to try" pile/ask family for recs.	
Consider agenda, weather, days of note.	Seasonal Binders:
Any baking goals this week?	Look through seasonal binder for ideas/information.
Any special foods to make re ~ theme? days of note?	File away last month's planning sheets and journal pages.
Daily Planner:	Periodic: taxes • subscriptions • memberships • birthdays
Review last week's pages - file/forward information.	• medical appts • household files • vehicle • travel • pets
Set up next week's pages.	• big purchases • holidays • education • career • H&G jobs
	• entertainment • town/parish • health/fitness • clothing