WEEKLY PLANNING FOR BEGINNERS

Best planning tips:

1. Plan the day before
2. Define your priorities for the week
3. Drop down goals into steps
4. Use mind sweep technique
5. Review your backlog list of to-dos
6. Have 1 planner for everything
7. Use recurring tasks
8. Schedule tasks in batches
9. Leave wiggle room
10. Embrace changes
11. Remember daily planning too
12. Review tasks that didn't happen
13. Try Ivy Lee Method
14. Plan for tasks to take longer
15. Have fun with planning

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