



# THE ULTIMATE WORKING FROM HOME PLANNER

STAYING ORGANISED  
TO  
REDUCE STRESS  
AND  
IMPROVE PRODUCTIVITY





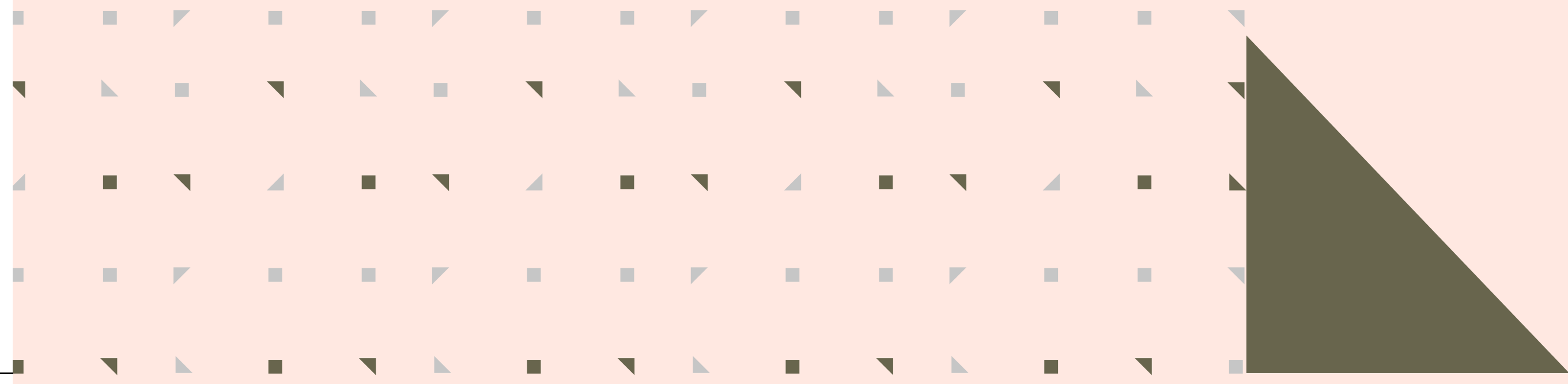
## Staying Organised Tips

- ☐ Have a daily routine
- ☐ Create a to-do list
- ☐ Use checklists for repetitive tasks
- ☐ Break up difficult tasks
- ☐ Prioritize important tasks
- ☐ Set Deadlines
- ☐ Schedule regular breaks



KICKING OFF THE NEW WEEK

# Productivity Checklist



# DAILY PLANNER

DATE:

DAY:

## TO-DO LIST:

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## NOTES:

6:00 AM

6:30 AM

7:00 AM

7:30 AM

8:00 AM

8:30 AM

9:00 AM

9:30 AM

10:00 AM

10:30 AM

11:00 AM

11:30 AM

12:00 PM

12:30 PM

1:00 PM

1:30 PM

2:00 PM

2:30 PM

3:00 PM

3:30 PM

4:00 PM

4:30 PM

5:00 PM



DAILY  
TASK CHECKLIST

MISCELLANEOUS TASKS





# WEEKLY SCHEDULE

TOP PRIORITIES:

APPOINTMENTS:

DON'T FORGET!





# QUICK AND EASY LUNCH MEAL PLAN

MONDAY

TUESDAY

SHOPPING LIST

WEDNESDAY

THURSDAY

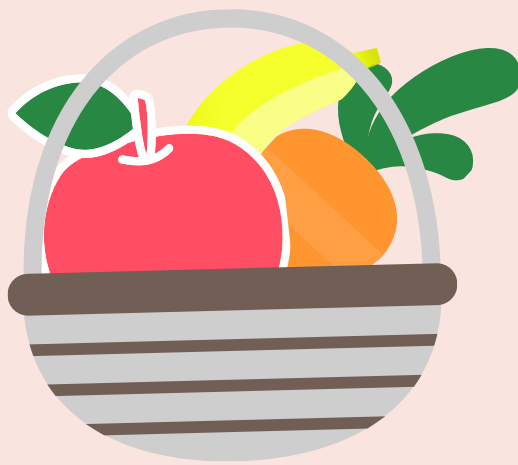
FRIDAY

SATURDAY

SUNDAY

NOTES





# GROCERY

## WEEKLY CHECKLIST

FRUITS	
VEGETABLES	
MEAT	
SEAFOOD	
PASTA	
GRAINS	
CEREAL	
FROZEN FOODS	
SAUCES	
CONDIMENTS	
BEVERAGES	



# MEAL PLANNER

	Breakfast	Lunch	Dinner
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			



# WEEKLY WORKOUT PLANNER

WEEKLY GOAL

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



# Monthly Workout Schedule

## Monthly Goals

## Cardio Workouts

## Strength Training