

WONDERFUL PLANS

QUICKSTART CHECKLIST

✓	CHECKLIST	SECTION	WORKSHEET
	rate your areas of your life	1	wheel of life
	track your time	1	time tracker
	find your prime time	1	prime time
	simplify and declutter	1	brain dump/clutter
	write down your vision	1	vision worksheet
	brainstorm goals	2	Goal overview
	set SMARTER goals	2	smarter goals
	schedule & breakdown goals	2	goal planners
	create your ideal week and make time in your weekly schedule for your goals	3	ideal week
	Use the batching worksheet to figure out ways to get more done faster	3	batching planner
	plan out projects & tasks & figure out your method you will use	3	project breakdown/ planner
	write/list out your recurring processes	4	processes
	create your ideal routines	4	routine pages
	set up key habits	4	habit trackers
	streamline areas of your life	4	cleaning/systems tracker
	fill out home management binder sheets	4	home mgt binder
	Try to implement some new productivity hacks	5	productivity hacks
	Next time you're distracted log it & make a plan for them for the future	5	distraction tracker
	Next time you find yourself procrastinating, try one of the procrastination busters	5	start small/break it down
	Use less willpower by making decisions ahead of time or limiting them	5	Limit your decisions
	Create implementation intentions so you have a plan for obstacles	5	If...then worksheet
	Find time to schedule your break away sessions	5	little tasks
	Create a self-care routine and schedule in breaks	5	wellness routine
	Use some of the energy boosters methods	5	energy boosters
	Make a time in your evening to plan tomorrow each day	6	planning checklists
	Keep track of your goals by taking time each day to log it	6	journal/reviews
	Sync your schedule to your phone and set up reminders	7	section 7 worksheets