

Weekly To-Do List

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					BEST PART
					SUNDAY
BEST PART	BEST PART	BEST PART	BEST PART	BEST PART	BEST PART

NOT-TO-DO LIST

- 1.
- 2.
- 3.

SELF-CARE IDEAS

HABIT TRACKER

Weekly To-Do List

Thank you for downloading the Weekly To-Do List from <http://sagegrayson.com>. This worksheet will help you use my 5-step Life Editing Process to stay motivated and productive.

Instructions

- **For Step 1 Create a Foundation, keep a running list of the best parts of your week.** A memorable moment, something that went well, anything that made you smile. Save your used worksheets so you can look back at these happy times whenever you need a pick-me-up.
- **For Step 2 Delete Bad Influences, write down 3 things on your Not-To-Do List that you can delegate, delay, or delete.** Say no to anything in your life that does not deserve your time this week.
- **For Step 3 Add Good Habits, use the habit tracker to mark your progress.** What edits will make you feel like the best version of yourself?
- **For Step 4 Rearrange Everything, make note of your appointments, meetings, calls, and deadlines.** Shuffle your priorities so your days aren't too full or overwhelming.
- **For Step 5 Make White Space, plan a little bit of self-care every day.** Light a candle, wear your favorite necklace, do a 5-minute meditation, sing along to your favorite song during your morning commute, make a delicious dinner from scratch and remember to eat dessert.



Who's Sage?

Hey there! I'm Sage Grayson, a former book editor turned life and business coach. I'm a Life Editor . . . and so are you!

Like this worksheet? Use the code **LETSGO** to save 50% off my digital programs.



Life Editing for Beginners

<https://sagegrayson.mykajabi.com/lefb>



Startup In 60

<https://sagegrayson.mykajabi.com/startupin60>



Life Editor Clubhouse Archives

<https://sagegrayson.mykajabi.com/clubhouse>