

Setting Up Your Weekly Tasks

- Have Daily tasks be automatic so I make sure I read each day before the start and at the end of the day and don't need to write it down
- Take some time planning meals by what you already got in terms of food
- Set up areas that take less time and I do these first. Example clothes. I lay out my clothes the night before and I don't wear different clothes each day and reduce washing days.
- Clean as you go and I love doing a morning tidy up indoors and what needs to be done by the end of the week
- Have breaks with in the day. This is where I like to clean and tidy up and clean items used in the morning, afternoon and in the evening
- I use Notion but I do like to write things down and is a guide and love flexibility
- Go through my notebook currently using of tasks I want to complete each week and have created an overdue task list
- Planning no spend days and what I can have at home and what I don't need to spend money on like I buy cold coffee cartons and have instant coffee on some days and will have coffee but not everyday
- Go through my finances and make sure I spend time outdoors walking and planning where I'd like to walk and spend time with my mum
- Get home projects and tasks done on Monday so I can go out and have less to do in the week to go for walks and do some home workouts

