



# *Life Admin Template*

The more effort you put into your life admin, the more smoothly your week is likely to go. Think about exactly what you have going on each day in the upcoming week so you have as few surprises as possible.

The next couple of pages will help you start to think through your upcoming week with the level of detail necessary to help you anticipate and solve for as many obstacles as possible.

The last couple of pages can be used to start formulating your plan for the each day of the week. I recommend transferring anything you need to your paper or digital calendars.

Make sure you are setting aside time each evening to review your plan for the day and modify as needed.



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- What are the normal demands on my time (work schedule, transporting kids, etc)? What can I do in advance to not let those things become excuses for not doing what I need to do?
- Do I have any unusually busy days this week? - Which ones? What do I need to do to prepare for them?
- How many workouts is realistic for this week given the demands on my time? Exactly what and when will I get them done? Have I blocked off my calendar?
- How many dinners will I be preparing at home? For how many family members? What will they be? What can I do in advance to make following through easier?
- Which days do I need to schedule easy/fast meals (Crockpot, frozen-to-reheated)?



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- What is my plan for breakfasts & lunches?  
What can I do in advance to make these as easy as possible to "automate"?
- What days do I anticipate being the most challenging? Why? How can I lessen my load on those days?
- What other tasks do I want to accomplish this week **THAT I CAN REALISTICALLY GET DONE?** Exactly when will I do those things?
- What time do I need to go to bed each night to get 7+ hours of sleep?
- What will I do each day for stress management/R&R?
- Have I communicated my needs to my family and delegated what I can to take things off my plate, if necessary?
- Is my calendar blocked off accordingly and reminders set to help me follow through?



# *Life Admin Template*

MONDAY

TUESDAY

WEDNESDAY



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THURSDAY

FRIDAY

SATURDAY/SUNDAY