

Clarity Calendar

A compass to embark on a week of focused intention and purpose.

7 Steps for a Purposeful Week

LindaHolmanCoaching.com



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7 Steps for a Purposeful Week

1.) Identify Your Roles

List your different roles which will remain steady week to week.

2.) Define Your Weekly Goals

Select a specific time at the beginning of each week to clearly articulate what you want to accomplish in each role for the upcoming week.

3.) Prioritize With Purpose

Determine which tasks and responsibilities are most important for the week. Focus on the ones that will have the greatest impact.

4.) Capitalize on Peak Productivity

Identify the times of day when you feel most energized and productive. Leverage these peak productivity hours to tackle your high-priority tasks.

5.) Schedule your priorities

Create a structured schedule that dedicates specific blocks of time to each role and task. Be intentional about allocating time for your top priorities earlier in the week.

6.) Embrace self-care and flexibility.

Allow for adjustments when unexpected events arise. Prioritize self-care. Schedule time for activities that nourish your well-being.

7.) Reflect and Refine

Celebrate wins, learn, and adapt your approach to be more effective.

Role	Annual Goal	Weekly Goal	Priority
SELF	Be healthier (mind, body, & spirit)	• Cardio Workout, 30 minutes 3 days • Meditate Everyday • Journal 4 days	High
FAMILY MEMBER & FRIEND	Build stronger relationships and support people I care about	Enjoy date night with hubby	High
COMMUNICATOR	Be clear about expectations	Listen to a podcast on how to be a better listener	Medium
LEADER	Spend time on tasks that will move business forward	List tasks and determine what can be delegated	Low
SALES AND MARKETING	Increase client base through networking	Contact 2 prospects to share about business and services offered	Medium
CUSTOMER SERVICE	Stay connected with customers	Contact 3 customers to find out what is going well and how we can take it from good to great	High
ORGANIZER	Be more organized to clear my mind	Clear the clutter from my desk	Medium

ROLES	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
SELF	• MEDITATE • KICKBOXING	• MEDITATE • JOURNAL	• MEDITATE • BIKE RIDE	• MEDITATE • JOURNAL	• MEDITATE • JOURNAL	• MEDITATE • HIKING	• MEDITATE • JOURNAL
FAMILY MEMBER & FRIEND	MAKE DINNER RESERVATIONS				LEAVE WORK AT 3 TO BE READY FOR DATE	SHOPPING WITH MOM	
COMMUNICATOR				LISTEN TO PODCAST			
LEADER			REVIEW DEVELOPMENT PLANS		LIST TASKS THAT COULD BE DELEGATED		
SALES AND MARKETING			CONTACT 2 PROSPECTS				
CUSTOMER SERVICE		MEET WITH 3 CURRENT CUSTOMERS					
ORGANIZER		30 MIN TO DECLUTTER DESK		30 MIN TO DECLUTTER DESK			



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ROLE CHART

Role	Annual Goal	Weekly Goal	Priority



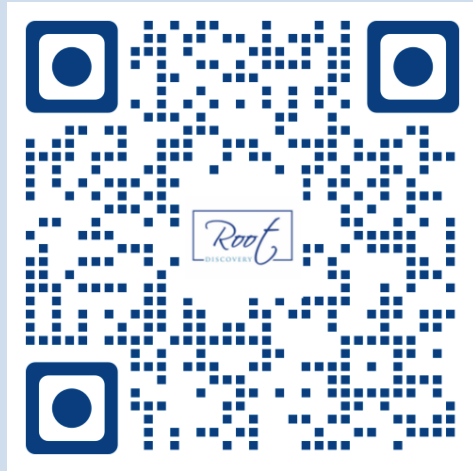
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WEEKLY PLANNER

ROLES	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

I work with my clients in two ways, dynamic, live workshops, and private coaching. To learn more, schedule a 15-minute call.

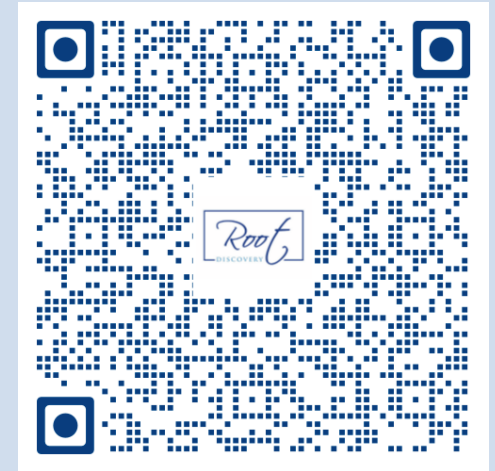
Scan Here for my website



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Scan Here to schedule your FREE 15-minute call!



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