THE house & HOMESTEAD'S

Time Management

Planner

WWW.THEHOUSEANDHOMESTEAD.COM

Homesteaders are a special breed. For people who claim to love the “simple life,” we’re some of the busiest, up and at ‘em at the crack of dawn people in the western world.

The problem is, living in the world today means we have to balance old-fashioned skills and tasks with a busy modern schedule, which can leave us feeling frazzled and overwhelmed.

This planner is intended to help you get all of the things that have been swirling in your head, taking up mental space, out on paper, organized and scheduled out, so you can work more efficiently and get your to-do list done.

(Lol. Just kidding. The first rule of time management is that you should never expect your to-do list to get done;)

Brain Dump

Use the space below to get all the things that are swirling around in your head down on paper. Don't worry about writing in any particular order. Just jot down anything and everything that's taking up mental space right now.

Get Organized

Use this page to organize the tasks from your brain dump into categories.

HOME	FAMILY
WORK	FINANCES/PAPERWORK
FARM/GARDEN	COOKING & MEALS
SPECIAL PROJECTS	OTHER

The "Big 3"

There are only so many hours in the day. Choose 3 tasks from the previous page that you want/need to get done today and break each one of them down into 3 smaller action steps. Only once you complete the 3 tasks can you tackle any others. If you only accomplish these 3 tasks and nothing else, consider your day a huge success:)

1. _____

   Step 1: _____

   Step 2: _____

   Step 3: _____

2. _____

   Step 1: _____

   Step 2: _____

   Step 3: _____

3. _____

   Step 1: _____

   Step 2: _____

   Step 3: _____

Make A Plan

Use the following weekly and daily planner pages to schedule out your tasks. If possible, try batching tasks from the same category together. This will save you time in the long run because you won't waste time transitioning from task to task.

MONDAY	DAILY BIG 3	1. _____ 2. _____ 3. _____	DINNER:
TUESDAY	DAILY BIG 3	1. _____ 2. _____ 3. _____	DINNER:
WEDNESDAY	DAILY BIG 3	1. _____ 2. _____ 3. _____	DINNER:
THURSDAY	DAILY BIG 3	1. _____ 2. _____ 3. _____	DINNER:
FRIDAY	DAILY BIG 3	1. _____ 2. _____ 3. _____	DINNER:
SATURDAY	DAILY BIG 3	1. _____ 2. _____ 3. _____	DINNER:
SUNDAY	DAILY BIG 3	1. _____ 2. _____ 3. _____	DINNER:

Seize the Day!

Use time blocking to plan your tasks each day.
Remember to schedule your “Big 3” first and then fill in around them.

6 AM	
7 AM	
8 AM	
9 AM	
10 AM	
11 AM	
12 PM	
1 PM	
2 PM	
3 PM	
4 PM	
5 PM	
6 PM	
7 PM	
8 PM	
9 PM	