

# My Organised Week

Designed for coaches by Bramley Business Solutions

Dates: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
8 AM					
9 AM					
10 AM					
11 AM					
12 AM					
1 PM					
2 PM					
3 PM					
4 PM					
5 PM					
6 PM					
<b>Tasks</b>	1.  2.  3.	1.  2.  3.	1.  2.  3.	1.  2.  3.	1.  2.  3.

## Weekly review

At the end of every week, do a weekly review by asking the below questions. Then take them into account when planning your next week. All done before the weekend!

**What went well?**

**What could have gone better?**

**What have I learnt?**

## Future tasks

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## How to use My Organised Week planner

Weekly planning is done once a week - I recommend Friday afternoon. If you leave it until Monday morning you'll have forgotten what's going on. Print the first page each time.

Each morning you will just go to that day in your weekly planner and do what it tells you! You'll know it is right in the context of your business, your week and your work.

In your weekly planning session, fill in your weekly plan in this order:

1. Diary appointments (personal and professional)
2. Travel (if necessary)
3. Appointment prep and follow up time, which may include making notes, asking for testimonials or reflecting on feedback (put this either side of appointments)
4. Breaks and meals – self care is very important
5. Scheduled time (from the Time Maximiser module of The Organised Coach Method), e.g. marketing activities, invoicing
6. Checking and responding to emails
7. Checking and responding to social media
8. Planned work, e.g. working on a client project or one of your own goals

Once this is done you can see how much 'free' time you really have each day. Allocate tasks against each day which will fit into this time.

Try to only plan 80% of each day, as stuff always comes up to fill the rest!

## Would you like to know more about getting organised?

I have created an online course specifically for coaches. It is based on what I have discovered are the most common challenges and the most impactful improvements, to help as many coaches as I can.

<https://bbs.gurucan.com/school>

Streamline your coaching business by doing only the work that needs to be done, when it needs to be done – reducing your stress and your time spent running your business.



THE  
ORGANISED  
COACH  
METHOD