



TREASURED WOMAN INSTITUTE

“WEEKLY INDEX PLANNER”

SUNDAY	AM	AFTERNOON	PM
MONDAY	AM	AFTERNOON	PM
TUESDAY	AM	AFTERNOON	PM
WEDNESDAY	AM	AFTERNOON	PM
THURSDAY	AM	AFTERNOON	PM
FRIDAY	AM	AFTERNOON	PM
SATURDAY	AM	AFTERNOON	PM
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“USING THE TREASURED WOMAN’S INSTITUTE WEEKLY PLANNER INDEX”

1. The planner is divided into a seven day week, with three time zones to work in - AM, AFTERNOON, and PM
2. These blocks are for setting aside different times to work on different projects, so that you can look at your times slots and planned work for one full week.
3. This will help you determine how much time you are spending on family, work, God, recreation, projects, hobbies, charities or whatever subjects make up your life work
4. Designated a color for each type of work i.e. red/family time; green/business; yellow/time with God; purple/friends; etc.
5. Color each block that you are going to set aside for each purpose and fill in what that purpose is.

This way, in one glance, you can see how your week is planned and if you have got zones for everything needed! Viola! Easy Time Management!

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