



Checklist 1 - Creating A Yearly, Monthly, Weekly And Daily Plan

Project Name: _____

Date: _____

Yes No

Planning is very vital for running a successful professional life because before starting work, it is essential to know about various things like where to start and what would be the goals. Are you looking for such ways to plan your monthly, yearly and daily work? Well, follow these below-mentioned steps, and you'll be ready to go:

Yearly Plan:

- 1 First of all, you have to identify the purpose behind your plan. You need to have a specific purpose for which you're planning this yearly work plan.
- 2 Now start making your plan and write an engaging introduction and background for the enlightenment of the purpose that you have, for which you're creating this monthly plan.
- 3 After this, you have to identify your goals that you'll be achieved with the help of this plan.
- 4 Make use of Google sheets to make a calendar and put your yearly plan on it as it is a long-term goal achievement plan, so you have to be specific about it.
- 5 Furthermore, enlist your resources, including your budget. And you've successfully created your yearly plan.

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Monthly Plan:

- 6 This is a bit concise than the yearly plan, and for this, you have to open Google sheets documents.
- 7 Now, start dividing your yearly plan into smaller parts and put different goals for each month.
- 8 Take out 20-30 minutes for planning this monthly plan after the end of each month and identify the goals that you want to achieve within that month.
- 9 Start enlisting all the planned goals in the monthly planner and doing this will divide your work into small bits, and this will prove more effective.

Weekly Plan:

- 10 Take out 30-40 minutes from your Sunday night and start planning for the upcoming week.
- 11 Again on Google sheets document enlist your goals for the week and mention their timings.
- 12 Make a list of the resources that will be helping you in achieving these goals in the week and mention them in your planner.

Daily Plan:

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- 13 A good planning starts with small bits getting together, so first, you have to start from planning your days.
- 14 At the end of every workday, take out some time to open up Google sheets document and start making a calendar on it.
- 15 Include all the tasks that you want to fulfill the next day and make a list of them in the planner.
- 16 Highlight your most important tasks in the calendar and finish them first.
- 17 After this, schedule your activities and meetings in the daily calendar to keep up with them.
- 18 Last but not the least make this planning session a part of your routine and fix timings for different activities in your life and get more organized.

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