



my8dayweek

# Daily Schedule

DATE: \_\_ / \_\_ / \_\_

*"Spend your best asset wisely!"*

## TO DO LIST

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## APPOINTMENTS

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## KEY PRIORITIES

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## KEY TAKEAWAYS

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## MEALS

BREAKFAST

LUNCH

DINNER

SNACK

## BRIGHT IDEAS

\_\_\_\_\_  
\_\_\_\_\_



# Weekly Schedule

DATE: \_\_/\_\_/\_\_ - \_\_/\_\_/\_\_

*"Happy New Week."*

## TOP PRIORITIES

- ☐
- ☐
- ☐
- ☐
- ☐

## PEOPLE TO CONTACT

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## SHOPPING LIST

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## SELF CARE *8 Minutes*

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## IN SUMMARY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## NEXT WEEK

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_



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# Event Checklist

OBJECTIVE: \_\_\_\_\_

EVENT TITLE:

DATE: \_\_ / \_\_ / \_\_    TIME: \_\_ / \_\_ - \_\_ / \_\_    BOOKING FEE: \$ \_\_\_\_\_

## HOW TO GET THERE

## BRIEF DESCRIPTION

## DRESS CODE:

PARKING:

NUMBER OF GUESTS:

PROMOTIONS:

PACKAGE:

PRICE:

## PEOPLE TO CONTACT

☐ \_\_\_\_\_

☐ \_\_\_\_\_

☐ \_\_\_\_\_

☐ \_\_\_\_\_

☐ \_\_\_\_\_

☐ \_\_\_\_\_

☐ \_\_\_\_\_

## NOTES



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# Event Checklist

LIABILITY WAIVER: \_\_\_\_\_

PHOTOGRAPHY / VIDEOGRAPHY: \_\_\_\_\_

## KEY TASKS

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## TO DO LIST

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## FEEDBACK & TESTIMONIALS

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## KEY TAKEAWAY

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

DONE WITH EXCELLENCE	DONE WELL	ROOM FOR IMPROVEMENT