**YGT episode 142**

You're listening to you've got this episode 142. Welcome to you've got this a weekly podcast for higher education professionals looking to increase their confidence and capacity for juggling the day-to-day demands of an academic life. I'm your host. Dr. Katie Linder. In this episode. I thought I would share a little bit about how I plan for every upcoming week.

This is one of those things that I have created kind of a pattern or a routine around. And it's so embedded into my schedule that I don't even really think about it anymore. But there might be some little things in this routine that could be helpful to you if you want to think about planning for your upcoming week in advance.

So a couple things to know right away and I definitely have talked about this in the past. I do use a paper planner and it is called the get to work book. I will link to it in the show notes and really what it allows me to do is to write down a series of. Through the week. It is not really meant to be my agenda book in terms of like appointments.

I use my phone calendar for that or my Outlook calendar for that but I am using this paper planner to track what I need to do throughout the day. So one thing that I do ahead of time is I do put in the repeat to dues that I have every week and I put these in an advanced whenever I get the new planner like I spend a couple hours going through and filling in.

An entire years worth of repeat to dues that I know I'm going to have to do every week. So this would include like posting the podcast episodes because they're on a regular schedule any events that I have planned throughout the year. So I know when they're going to be and this is events for like prolific or when I run my group coaching.

I plan a lot of that stuff pretty far in advance. So I know where it's going to need to be on my calendar. And I do put those things in even though they're on my phone and they're in my Outlook calendar. I like to put them in the planner because it helps me to kind of plan backwards and I'll talk about that in just a little bit and then also, you know things like blog posts and those kinds of things that are always going to repeat their already in my planner.

So I don't have to think about that and I know that I'm going to be kind of already including those things in my weeks to do items. So I've basically given myself a one of these repeat to do. Is on my Friday every week and that is to plan next week's to Deuce. So it's very meta that I've had this on my my planner list for years now, probably.

I mean, it's been something that I do pretty frequently. And the first thing that I do is I do go through and add in calendar appointments and things that are on my agenda for the day. I don't necessarily put the times in but just that those are things that I need to check off. Those are meetings that I need to attend and really what it allows me to see is how much Gap space I have in my schedule any particular day and I can kind of look ahead and decide are there other things.

I'm going to be able to fit in to that particular day in terms of to do items or are there just so many meetings that I need to actually be realistic about how much time I'm actually going to have to get other things. And I am a full-time administrator. So I do have quite a few meetings in my schedule.

And some days they're really back-to-back. I don't have a lot of time in between so something that I like to see is you know, how much flexibility am I going to have in any given day and what I look at my calendar first, it gives me a kind of realistic sense of what I'm going to be able to do outside of those meetings.

Now this by putting in these calendar appointments first as to-do items. It allows me to backward plan other kinds of to dues. So those appointments might trigger things that I need to do in preparation for each meeting. So I might need to review some documents for a committee meeting or I might need to.

Send a meeting reminder. If I'm the person who is bringing people together. I might send an email reminder of the day before saying hey, we have a meeting tomorrow. Here's the zoom link or you know, just making sure people know where we're going to be. And sometimes I need to prep a podcast episode or a blog post or something like that.

So it allows me to kind of look and see when I have something due and then to backtrack and decide if I need to backfill any particular tasks for that week. So if I have a meeting on Friday, is there something that I need to be doing on Tuesday for example to get ready for it. So that really allows me to.

Start to fill in a few of those gaps. And then the other thing I do is I always look at the previous week and I add in any to dues that are left over from that last week and I started to kind of sprinkle them into the following week. So I do a color coding system in my planner. I think I've talked about this in a previous episode where I Mark things off with a highlighter when they're done and I mark them off in.

And then I'd put a little check box like I use boxes and I put a check in it. But if I don't finish something and I know it's going to kind of go into the next day or the next week. I mark it in yellow and this allows me to add a glance see the kinds of things that are not done in my planner and that need to be moved to the following week.

In any given week, I would say I've gotten a lot better over time through this system of really being realistic about how long it takes me to do things how much I can actually get done in any given day. And so it's pretty rare that I have a ton of yellow. It's usually maybe a couple things sometimes three or four things.

And sometimes these are things too that I know. I have a lot of flexibility on and so they just kind of go to the back burner, but then I don't want to let them laughs. I don't want to let them go. So I need to move them into the next week to make sure that they do actually get done. So I'll go to the previous week and look and see what those things are and then assign them to a particular day of the following week so that I know that they're going to get done.

Now one of the favorite things about the get to work book is that each weekly spread has this opportunity to choose your top three or four priorities for the week and what are kind of the bigger things that you need to get done? And this is something that I really enjoy doing. I like to once I kind of have that once I have The To Do List marked out for each day.

I will go back through the week and kind of say what are the bigger things that are going on this week? Is there an event that's going on or am I watching something or do I have a deadline for something in terms of a writing project and I try to really kind of highlight for myself the bigger priorities of the week so that they don't get lost.

That I can kind of see what's going on in any particular week that I really do need to give my attention to maybe a little bit more. So I always write those in and there again, there are kind of spaces in the planner to do this. And then once I have kind of my work week figured out in terms of what's going on there.

I also look at my weekend commitments and I plan my other job for my side business around what's going on on my weekends. And now I do take quite a few client meetings on the weekends. I have some group coaching that I do on the weekends in this quarter. I have a writing group that. On Saturday mornings.

I have some group coaching that meets on Sundays. And so and then often times I'll have you know, coaching meetings throughout both days depending on what my clients schedules are. So I will look at my weekend commitments and see what kinds of things I need to be building in there as well. And when it comes to the business to dues, I often try to also work backward for this.

So if I know I have a speaking engagement coming up, for example, I always block out the speaking engagement on my calendar and then I work backward by about two weeks and whatever weekend that falls on. That's usually what I'm prepping that event because I like to get everything to the event planner at least a week in advance.

So they have my slides they have the handouts and all those kinds of things. So I always kind of work backwards from that so I can always look at my. Weekends and see if I have something that I've already written in as I need to be planning for something that's coming up. And then I can decide are there other kinds of things that I want to squeeze in.

So for example this past weekend, I had quite a bit of a window of time. I had a couple morning commitments, but then I had a pretty free schedule for most of my Saturday and my partner and I are starting to look for a new car. So I was able to block in time for us to go and do some test driving.

So I also am juggling obviously personal commitments things that I want to do around my house rest periods if I want to. Not all over the weekend. So I'm kind of juggling that in addition to the other tasks that I want to get done. Now the other thing that I'm really trying to pay attention to what I'm planning for an upcoming week is is there anything in the schedule that is kind of not normal in terms of like I have to get up really early for something or I have something going on in the evenings and I really try to do no more than a couple evenings of work every week.

And right now I have a writing group that meets on Monday evenings. And so that's already one evening a week that it's not the full evening, but it is taking my. A day later into the evening. And so basically what that means is I'm really trying to keep my evenings clear so that I can rest I can do stuff around my house, but I'm not trying to kind of get a podcast episode done or meeting with the client.

I really want to keep those evenings clear. So I do look at that and try to make sure that I'm not adding into much in the evenings. And then I also am really trying to keep my mornings clear before work. There was a period of time where I was taking a lot of client meetings from like. 7 in the morning, sometimes even five to six in the morning depending on where people were in terms of their time zones, and I'm really trying to not do that.

So sometimes it can't be avoided I have for example in the coming week. I'm being interviewed for someone else's podcast and their availability and in terms of matching with mine. I had to do like a six to seven o'clock appointment in the morning to be on their podcast and I'm willing to do that.

It's kind of a rare thing and it was a special thing. And so I'm willing to change my schedule for that but it also means that I don't want to block out other morning times this week. I want to be careful because I want to make sure I'm getting my workouts in. That I'm not overworking myself at all hours of the day and night so that's something else.

I keep an eye out for is I'm looking at my upcoming week is just is there anything kind of strange or different about my schedule that I need to adjust or accommodate something else to make sure that I am not overworking myself to the capacity that I know is good for me. So those are just a few of the ways that I planned for my upcoming week.

And like I said at this point I've been doing this for so long that it comes like second nature to me and I just kind of fill things in and and look at my calendar and I have a really good sense of how long things take me to do. But I would love to hear if you do any of this pre week planning some people I know do this on the weekends.

I've actually found it really helpful to do it on Fridays so that I can kind of not be worrying about that over the weekend. I know what's coming up and I'm also going to put things in the back of my mind so that I can be kind of unconsciously prepping for them. I think before they're happening in the following week.

So if you are doing some pre week planning, I'd love to hear about it. You can always email me at contact at Katie Leonard artwork. You can tweet to me at Katie double underscore lender. You can connect with me on Instagram @ KD underscore lender or now. You can always write me a letter A Katie Linder PO Box 1621 and Albany, Oregon nine seven three two one.

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