

# WEEKLY SCHEDULE

Once you've chosen the broad areas in your office to organize on the Monthly Calendar (inventory, desk, computer desktop, office supplies, furniture orientation, filing system, etc.) use this Weekly Calendar to focus on more specific areas of each space, each day. For example, if you've chosen to focus on organizing your inventory Week 1, break down what needs to become organized within your inventory. One day could be categorizing, one day eliminating out of date back stock, one day labeling, and so on. The more specific you are about planning your task for the day, the easier and more attainable it becomes! Prioritize what needs to get done first and go from there.

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

WEEK ONE