



Folding Weekly Planning Sheet Guide

This sheet has the potential to change your life. It did for me. I hope it will help you shape your time for the life you want. Please know there is no wrong way to use the Folding Weekly Planning Sheets. All Origami Day tools are intentionally simple to provide a canvas for your customization. The tips below are simply those which helped me use the sheet in a life-changing way. They are also only the beginning of how you might use this unique tool. Please don't be confined by my suggestions and please share how you utilize your sheets on social media by tagging @myorigamiday. If you have not already, try the undated [Planner Book](#). The two tools together make the best time management system you will ever find. And, of course, please connect with me during online Q&A sessions, webinars, consulting and more! Thank you for choosing to shape your time with Origami Day.

- Samantha Lane, Creator of Origami Day

Stop the Sunday Scaries:

You know that moment on Sunday when your day shifts from a peaceful weekend to the anxiety of a new week? Using the Folding Weekly Planning Sheet every Friday to map out the upcoming week is the best way to stop Sunday Scaries. Promise.

Mix Personal & Professional:

Real work-life balance means planning for both! Use this sheet to manage your entire life, not just your work or personal items. It helps ensure both are prioritized and, hey, one less calendar to manage.

Start with What You KNOW:

A great starting point is to write down all your time-bound commitments for the week. This could be appointments, meetings, classes, parties, or anything else that occurs at a specific time.

Add What You HOPE:

Once all of your time-bound commitments for the week are scheduled, you should have some white space left on your sheet. The white space is a good representation of your unaccounted time for that week and a likely place to complete tasks and to-do items. Find the space between your set commitments, as this is likely when they will happen, and plot the things you hope to accomplish. Some examples might be: swing by the bank, review presentation, go to grocery store, send follow up email, schedule doctor appointment, make traction on work project, call grandma, etc.

Fold, Focus, Feel Great:

Once you have your entire week planned, you can fold your sheet to focus on one day at a time. You remember more when you write it down and accomplish more when you cross it off, so don't forget to track your success!

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