



Coaching Weekly Action Planner

1)	Must do actions for Monday to Wednesday: What definitely has to happen on these days? Check that these tasks cannot wait.	2)	Must do actions for Thursday to Sunday:
3)	Tasks to delegate or seek support for: Can you ask for some support from family, friends or paid-help for these tasks?	4)	Tasks to carry over to next week:

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	AM tasks:	PM tasks:	Self-care tasks:
Monday "Don't worry about doing great things, just do little things with great heart" Mother Theresa			☐ 5-15 minute guided meditation ☐ Your choice!
Tuesday "I've learned that you can't have everything and do everything atthe same time." Oprah.			☐ 5-15 minute guided meditation ☐ Your choice!
Wednesday "Courageous people are still afraid, but they don't let the fear paralyse them." Steve Pavlina			☐ 5-15 minute guided meditation☐ Your choice!
Thursday "To avoid criticism, do nothing, say nothing, be nothing." Elbert Hubbard			☐ 5-15 minute guided meditation☐ Your choice!
Friday "The future belongs to those who believe in the beauty of their dreams." Eleanor Roosevelt			☐ 5-15 minute guided meditation ☐ Your choice!
Saturday "Joy is not in things, it is in us." Richard Wagner			☐ 5-15 minute guided meditation ☐ Your choice!
Sunday "The most wasted of all days isone without laughter." EE Cummings			☐ 5-15 minute guided meditation ☐ Your choice!

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