

The Sunday Edit Planner

A quiet weekly ritual for clarity and focus.

1. Exhale

- ☐ Capture 3 wins from last week.
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 - ☐ Note one lesson or insight.
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 - ☐ List anything unfinished.
 - ☐ Close or schedule open tasks and deadlines.
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2. Define

- ☐ Choose your top 3 priorities.
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 - ☐ Identify 1 meaningful progress task.
 - ☐ Plan 1 conversation or relationship touchpoint.
 - ☐ Remove or defer one non-essential task.
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3. Initiate

- ☐ Outline Monday's starting task.
 - ☐ Prep meeting notes or talking points.
 - ☐ Review your calendar and adjust.
 - ☐ Tidy your workspace and inbox.
 - ☐ Prepare documents or draft key emails.
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4. Tend

- ☐ Block 1-2 focus sessions.
 - ☐ Schedule breaks or buffer time.
 - ☐ Decide what can wait.
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