OUR WEEK AT A GLANCE

Put the important things where everyone can see them. Leave room for real life.

WEEK OF: _____ **FAMILY FOCUS:** _____

MONDAY

PLANS / TIMES

DINNER / FOOD

REMEMBER / PREP

TUESDAY

PLANS / TIMES

DINNER / FOOD

REMEMBER / PREP

WEDNESDAY

PLANS / TIMES

DINNER / FOOD

REMEMBER / PREP

THURSDAY

PLANS / TIMES

DINNER / FOOD

REMEMBER / PREP

FRIDAY

PLANS / TIMES

DINNER / FOOD

REMEMBER / PREP

SATURDAY

PLANS / TIMES

DINNER / FOOD

REMEMBER / PREP

SUNDAY

PLANS / TIMES

DINNER / FOOD

REMEMBER / PREP

FLEX / FAMILY NOTES

THINGS TO MOVE OR CHANGE

ONE THING WE CAN SKIP

TIP Keep each box short: an event, a food plan, and one preparation reminder are enough.

SHARE THE WEEK

Name owners, notice deadlines, and make a backup plan before the week gets busy.

WEEK OF: _____ **OUR TOP PRIORITY:** _____

WHAT NEEDS DOING	WHO OWNS IT	BY WHEN	DONE
			☐
			☐
			☐
			☐
			☐
			☐
			☐

SHOP / PACK / PREP

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

TEN-MINUTE WEEKLY CHECK-IN

- ☐ Compare calendars and commitments
- ☐ Agree who handles upcoming tasks
- ☐ Spot possible schedule conflicts
- ☐ Choose one flexible backup plan

TIP Whoever owns a task also owns its reminders and follow-through, unless you agree otherwise.