My Personal and Business Checklist

A flexible weekly rhythm for home family wellness and focused work

Monday Tuesday Thursday and Friday Morning Routine

5:55	**Start the day** ☐ Wake up ☐ Make Rhian's breakfast ☐ Pack Rhian's lunch
6:55 to 7:25	**School drop off** ☐ Leave with Rhian ☐ Return home around 7:25
7:25 to 8:30	**Brewer's morning** ☐ Make Brewer's breakfast ☐ Pack Brewer's lunch ☐ Help him prepare for school ☐ Bus stop around 8:25 to 8:30
8:30 to 9:00	**Daily home reset** ☐ Make the bed ☐ Unload the dishwasher ☐ Load remaining dishes ☐ Complete a quick pickup if needed
9:00 to 9:30	**Movement** ☐ Complete 30 minutes of strength training rebounder walking or recovery movement
9:30 to 10:00	**Get ready and transition** ☐ Shower and get dressed ☐ Read a short devotional or pray ☐ Check only urgent email ☐ Choose the first work priority
10:00 to 3:00	**Focused work** ☐ Work in one hour project blocks ☐ Pause before allowing a project to spill into the next block ☐ Finish the day's most important work before 3:00
3:00 to 4:30	**Home and family transition** ☐ Be present when Rhian gets home ☐ Complete one household task while listening to her day ☐ Fold laundry mop tidy or begin dinner ☐ Finish one lingering work item only if necessary ☐ Be available when Brewer gets home

Late Start Wednesday

5:55 to 6:30	**Quiet personal time** ☐ Read devotional ☐ Pray ☐ Journal ☐ Review the day ahead
6:30 to 7:50	**Prepare both children** ☐ Make breakfast for Rhian and Brewer ☐ Pack both lunches ☐ Help Rhian get ready ☐ Leave for school around 7:50
8:20 to 9:20	**Coffee with Granny** ☐ Let Brewer eat breakfast while visiting ☐ Leave in time for the bus stop
9:30 to 10:00	**Daily home reset** ☐ Make the bed ☐ Unload and reload the dishwasher ☐ Complete a quick pickup
10:00 to 10:30	**Movement** ☐ Complete 30 minutes of strength training rebounder walking or recovery movement
10:30 to 11:00	**Get ready** ☐ Shower and dress ☐ Choose the first work priority
11:00 to 3:00	**Focused work** ☐ Work in one hour project blocks ☐ Keep Wednesday priorities intentionally limited

Weekly Movement Plan

☐ Monday Strength training
☐ Tuesday Rebounder or cardio
☐ Wednesday Light movement or recovery
☐ Thursday Strength training
☐ Friday Rebounder walking or choice of movement

Daily Wellness and Personal Care

☐ Take daily supplements
☐ Wash face in the morning
☐ Brush teeth in the morning
☐ Wash face at night
☐ Brush teeth at night

Weekly Business Checklist

Monday Brandi Bunda Designs

- ☐ Choose the week's message or theme
- ☐ Draft the weekly blog post
- ☐ Draft the Elevate Weekly newsletter
- ☐ Plan five to six Elevate group posts
- ☐ Write captions and prepare graphics
- ☐ Send finished content to Amanda
- ☐ Review appointments and client priorities
- ☐ Choose one internal business project

This week's business project

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_____

Tues Wed Thurs Client Work

- ☐ Review the day's client priorities
- ☐ Work in focused 1-hour project blocks
- ☐ Communicate with active clients
- ☐ Request needed feedback or approvals
- ☐ Document work and next steps
- ☐ Use open time for business dev/admin

Friday Publish Serve and Flex

- ☐ Finalize and publish the weekly blog
- ☐ Host the Elevate Work Session at noon
- ☐ Help attendees troubleshoot
- ☐ Schedule Saturday's newsletter
- ☐ Complete unfinished priority work
- ☐ Prepare for the following week
- ☐ Close loose ends before the weekend

Saturday Family First

- ☐ No planned work; catch up only if needed

Weekly Business Non Negotiables

- ☐ Publish one blog post
- ☐ Schedule Saturday's Elevate newsletter
- ☐ Host one Elevate Work Session
- ☐ Prepare five to six Elevate group posts
- ☐ Send content to Amanda for scheduling
- ☐ Create two Reels
- ☐ Share Stories three to five days
- ☐ Engage intentionally on selected days
- ☐ Share one invitation or offer related post
- ☐ Advance one internal business project
- ☐ Complete active client priorities