Prioritize your week

A clear plan for the next seven days.

Week of / focus

Finish: sessions closest to delivery

Deadline work: task, date, next step

Creative time: sounds to explore

Admin: paperwork and follow-ups

Three outcomes to finish this week

BEFORE YOU CLOSE THE SESSION

1. Choose one outcome before opening the session.
2. Assign a next step and a realistic day to each priority.
3. Leave space for revisions and listening with fresh ears.