



# Life Beyond Work Planner







*A companion toolkit to help you:*  
organize, reflect, and thrive beyond the 9 to 5.

Part 1



## Weekly Life Admin Prompts

Use the following prompts at the start of each week to reduce decision fatigue and get ahead of life admin:

-  What are the top 3 household tasks I must complete this week?
-  What errands or appointments should I schedule in advance?
-  What bills, subscriptions, or renewals are due this week?
-  Who do I need to check in with (family, friends, services)?
-  Which personal/family events do I need to prep for?
-  What tasks can I delegate, automate, or reschedule?



## AI-Assisted Meal Planning Sheet

| Day | Planned Meal | Ingredients Needed |
|-----|--------------|--------------------|
| Mon |              |                    |
| Tue |              |                    |
| Wed |              |                    |
| Thu |              |                    |
| Fri |              |                    |
| Sat |              |                    |
| Sun |              |                    |

Use this table to document your weekly plan.

Use AI (e.g., ChatGPT, Gemini) to generate meals and lists.



## Family Calendar Template

| Time Block | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|------------|-----|-----|-----|-----|-----|-----|-----|
| Morning    |     |     |     |     |     |     |     |
| Midday     |     |     |     |     |     |     |     |
| Afternoon  |     |     |     |     |     |     |     |
| Evening    |     |     |     |     |     |     |     |

Use this weekly family schedule to coordinate work, school, activities, and self-care.



## Digital Mindfulness Tracker

| Date       | Mood | Energy Level | Mindful Moment Practiced | Gratitude Note |
|------------|------|--------------|--------------------------|----------------|
| Mon, Aug 2 |      |              |                          |                |
| Tue, Aug 3 |      |              |                          |                |
| Wed, Aug 4 |      |              |                          |                |
| Thu, Aug 5 |      |              |                          |                |
| Fri, Aug 6 |      |              |                          |                |
| Sat, Aug 7 |      |              |                          |                |
| Sun, Aug 8 |      |              |                          |                |

Use this tracker to stay in tune with your emotional energy and presence each day.