

MY NEXT WEEK

Description

This activity helps you to plan your time, organise tasks and motivate yourself. It aims to get you thinking about what you need/want to do before the start of a new week and write it down in a list.

Learning Objectives



- Set goals and tasks
- Structure the week
- Create awareness of what has been achieved/accomplished



Time Needed

10 - 30 minutes

Depends on how detailed the activity is carried out.

Learning Setting

Individual



Materials Required

pen and paper
(or printed list)

Practical Tips

- Don't take on too much.
- When planning your week, don't just think about tasks that need to be done, but also about activities that are good for you and that you want to make time for
- Let this activity become a ritual at the weekend: Looking back and looking ahead.
- Develop your own style and strategy: how detailed do you write down the activities? Do you plan the week as a whole or for each day?

Step By Step Guidance

Take a moment to focus on the week ahead. Also have your appointments for the week to hand.

At the beginning, it is helpful to write in pencil so that you can easily make changes.

Now fill in the weekly plan step by step:

- Which appointments do you have on which day?
- What tasks do you have to do? (at home, in the family, in voluntary work ...)
- Who do you want to meet?
- What do you want to do for yourself? (relaxation, well-being, joy)
- What Digital Ageing activities are you planning?
- When would you like to be active? (sport, walking ...)
- Which events would you like to attend? (music, theatre, market, local festivals, church)



Perhaps you will start the coming week with a look back: What were the good moments of the past week, and perhaps the less pleasant ones? And why?

Expected Results

- Improved time management
- Increased satisfaction



MY NEXT WEEK

Dates:

Monday ✓

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Tuesday ✓

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Wednesday ✓

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Thursday ✓

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Friday ✓

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Weekend ✓

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Notes
