



Kate Northrup presents

— THE —

WEEKLY PLANNING

— RITUAL —

*A Simple, Weekly Practice to
Reclaim 2 Hours a Day!*

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THE WEEKLY PLANNING RITUAL

*Use This Simple, Weekly Practice to Reclaim 2 Hours a Day
(That's Up to 14 Hours Per Week!)¹*

The secret to success is not fitting more into our days, as we've all been told. The secret to success is fitting more of ourselves into our days.

When we design our days around the gifts we have to offer and the cycles and seasons of our bodies and projects, we get a heck of a lot more done in a heck of a lot less time. And we have a heck of a lot more fun doing it.

If you feel like you're in a constant struggle with time, you are in the right place.

You're a high-achiever. You've got big goals and dreams. But you don't want to lose yourself (or the other people you love) in the process.

When you follow the simple process outlined below at the beginning of the week, you'll save time, get better results (like making more money and impact), and most importantly, you'll get the kind of high that comes from not only checking items off your to-do list, but also ensuring those items are high leverage, high joy, ideally scheduled items, too!

Listen to the companion audio that you got with this guide to learn the Weekly Planning Ritual that's helping thousands of women get better results by doing less.

¹<http://www.cornerstonedynamics.com/time-management-stats-that-may-surprise-you/>

THE UNIVERSE'S TO DO LIST

Before you plan your week, first identify anything you're feeling stressed out about, anything that feels too big for you to handle on your own, or anything that's a desire you have that you could use some support from the Universe on. Make a to-do list for the Universe before you make a to-do list for yourself as an affirmation in your trust that there's great help available to you at all times. (Thanks to Abraham-Hicks for this idea.)

[Use the Universe's To Do List that we've created for you to help get started](#)

PAY YOURSELF FIRST

What are the essential things you need to do to keep yourself well-nourished, happy, healthy, and productive?

Here are some examples:

MOVING YOUR BODY

GETTING 8 HOURS OF SLEEP

SPENDING TIME OUTSIDE

HAVING A DATE NIGHT

SPENDING TIME WITH FRIENDS

MEDITATING

Look through your calendar for the upcoming week and put your essentials in. This is the time equivalent of paying yourself first. If you wait to “pay yourself” from the leftover time, you’ll never get your needs met.

Putting your essentials in first will crowd out the things that don't belong in your schedule and ensure you don't get to the end of the week and wonder what happened to all of your time.

Pay yourself with your time upfront, and everyone else (and everything else) will get the best version of you. Everyone wins when you put yourself in your schedule as a priority first!

YOUR WEEKLY TO DO LIST

The big shift with this Weekly Planning Ritual is to make a weekly to-do list instead of a daily one.

Why? Three reasons:

- *It helps you see the big picture and not get lost in the minutiae, so you can keep moving forward instead of stalling out.*
- *It helps you get realistic about what you can actually get done and not overcommit to yourself or others. This provides immediate sweet relief.*
- *It helps you leave space for the inevitable unexpected events that come up. When you're locked into what must get done today, you're far less flexible and one unexpected thing can throw off your entire week. But if you know what needs to get done this week, your time and energy are much more fluid, and you can adjust your tasks as needed as life inevitably happens around you.*

Most of us entrepreneurs have eyes that are bigger than our schedules. *When we commit to a weekly, rather than daily, to-do list, we stay realistic about what our capacity actually is and what our priorities actually are. We essentially begin to edge out the stuff that's not in alignment with what we truly want, the stuff that's someone else's priority instead of ours, and the stuff that may feel urgent, but isn't actually important.*

Be ruthless about what makes it on your to-do list.

This is NOT a catchall for anything you could possibly think of doing ever. That's a brain dump. This is a list just for this week. This is where you really learn how to do less.

If you're feeling overwhelmed and you're not getting the results you want in your business, I can almost guarantee it's because you're doing too much.

As you consider what will make it on your to-do list, think about the following:

- *How's my energy this week?*
- *What are the top 1-3 projects that need my attention?*
- *What's going on in my family, my community, my company, and even cosmically that will affect my week?*
- *What is the highest and best use of my time? What are the 20% of activities that lead to 80% of my results?*

When we go upstream and plan for our own needs, our projects needs, and the needs of the people and things around us, our schedule becomes a sacred reflection of who we are, what matters to us, and how we can be of service.

As you go to add things to your list, use the following questions to determine if each task belongs there or not:

1. *Does it need to be done? (Be honest. Is this really necessary, or are you just putting it on the list to stay busy because you've learned to equate staying busy with being valuable?)*
2. *Does it need to be done by me? (If there's someone else who can do it, delegate.)*
3. *Does it need to be done right now? (If not, capture it in your project management software or your calendar for the week it actually needs to be done.)*

Keeping your to-do list limited to the things that need to be done by you and only you and that align with your energy this week and also the phase your projects are in, will give you back time in your day.

You won't lose precious hours to distractions (on average 25 minutes every time you get interrupted). You won't lose precious hours to things you said yes to that end up not being a good use of your time or that you end up resenting.

You won't lose precious hours zoning out in front of your computer because what your body really needs is a break or because you're focused on the wrong kind of tasks for what your body is really needing this week

Use the Weekly To Do List that we've created for you to help get started

WANT TO GO EVEN DEEPER?

The steps below will take your Weekly Planning Ritual to the next level.

We're talking open space for dreaming and creation, powerful productivity, peak creative flow, and getting your own needs met while the people around you are getting theirs met, too. We're talking saving time, making a big impact, and keeping more of the money you make (and even making more of it, too!). We're talking living a very sweet life.

So if you're ready to take the practice even deeper, read on.

#1 BODY FIRST. BUSINESS SECOND.

When you tend to your body's needs first, your brain and hormones are able to function optimally and you get more done in less time.

Before you plan your week, identify what your body needs.

- *What phase of your cycle are you in if you're cycling?*
- *What kinds of tasks are optimal for that phase?*

Cliffs notes: *There are 4 phases of your cycle and each one primes you hormonally for certain kinds of tasks.*

MENSTRUAL · 3-6 Days, Rest/reflection/research.

FOLLICULAR · 5 days, Brainstorming/planning/initiating.

OVULATION · 5 days (the day you ovulate plus the 2 days before and 2 days after), Communicating/pitching/collaboration.

LUTEAL · 10-14 days, Details/completing things/focus. (Check out my new book, [Do Less.](#))

- Do I need movement?
- Do I need fresh air?
- Do I need rest?

(Need proof? Physical activity increases your productivity because it increases blood flow, therefore increasing your ability to focus². No more losing an hour because you can't concentrate and just keep scrolling Instagram. People who don't get enough zzz's (or enough quality sleep) score lowest in work performance³. Those late nights that you think are getting you ahead? They're doing the opposite.)

#2 PRIORITIZE

One of the fastest killers of productivity is working on too many things at the same time. Think about the fine mist setting on your hose vs. the power-spray setting.

²<https://p5performance.org/physical-activity-throughout-the-day-can-increase-employees-productivity/>

³http://www.norcalbaa.org/uploads/NCBAA_ARTICLES_20110825_Alertness_Solutions_Cost_of_Poor_Sleep.pdf

You want your energy around your projects to be like the power-spray setting. Think traction and how much more gets done when your time, energy, and ideas are focused instead of diffused.

Identify your top 3 priorities for the week and devote yourself to them.

#3 CHECK IN WITH THE COSMOS.



What's going on with the moon, the stars, and the planets? Data shows us that we are affected by the moon whether we pay attention or not, so why not give your productivity a boost by aligning your tasks with what's going on energetically in the cosmos? It's like turning your canoe around and paddling downstream instead of upstream.

You simply get further faster when you work with the current of the Universe instead of against it. (A monthly Cosmic Weather Report is provided by Jennifer Racioppi as part of Origin®, the membership for entrepreneurs who want to reclaim their time and energy through feminine principles. [Learn more here.](#))

I like to focus on the lunar phases to keep things simple and at the very least I focus on planting seeds of desire at the New Moon and releasing what's no longer working for me at the Full Moon. ([Click here](#) to learn how to add the moon phases to your Google Calendar.)

Cosmic alignment can be simple!

#4 THE BIG PICTURE

Take a look at the big picture of your schedule and projects. What deadlines are coming up? What tasks do you need to do to move your top one or two projects along?

I created a framework called the Upward Cycle of Success to help me break the big picture of my goals and projects into smaller, actionable bits and to keep track of what needs to happen first, second, and third.

You can [read about the Upward Cycle of Success here](#). At some point (not as part of your weekly ritual) I recommend sitting down and listing all of your projects, seeing what you can let go of (prune), and identify which project is in which phase of the Upward Cycle of Success.

Knowing this will give you so much clarity as to how to prioritize your weeks to keep your projects moving along and, perhaps more importantly, how to schedule your projects so that you complete what you start, you get as much bang for your buck as possible with what you're putting out into the world, and you take intentional breaks (both during your daily workflow and during your monthly/quarterly workflow) to boost productivity and decrease stress (data shows taking regular breaks vastly improves your focus⁴)

Prioritize the tasks that you need to do for projects that are in [Emergence](#) or [Visibility](#) and ensure that you don't start new projects until the projects you're currently working on have been through [Culmination](#) and you've taken space for a [Fertile Void](#) before hitting the ground running again.

⁴<https://www.sciencedaily.com/releases/2011/02/110208131529.htm>

#5 BOUNDARIES & SPACE

This last step is the most critical. The only way this Weekly Planning Ritual will help you reclaim 2 hours a day is if you plan your week and then you devote yourself to your plan.

Life is unpredictable. Your kid will get sick. Someone will need something urgently. Your computer will break. Stuff will come up.

But when you haven't scheduled yourself within an inch of your life, you'll have space for the unexpected.

Here's the key though: *There's a difference between unexpected things that need your attention (a sick kid, a broken computer, your best friend going through a breakup) and unexpected things that want your attention (someone else on your team not completing their work and expecting you to do it for them, the president of the PTA asking you to sit on a committee, your partner expecting you to shop and make dinner for their parents who decided to spontaneously visit).*

This is where boundaries come in.

When you make your Weekly Planning Ritual sacred, you begin to treat your time as sacred. And you're way less likely to give your time away to things that aren't actually a priority for you.

First and foremost this is about setting boundaries with yourself and honoring your commitment to the projects that matter to you (and to yourself).

Second, it's about communicating with the other people in your life about your commitments.

You can do this kindly and with tremendous love. You'll need to say no more often. It will likely be uncomfortable. And you need to do it anyway.

This is a practice and when you commit, your life and business will transform. You'll feel focused instead of frazzled. You'll feel energized instead of spent. You'll make progress on the things that matter. And the people that truly matter will totally understand and support you.

I understand that when you first read through this, it may feel like a lot of steps, but as you practice, each step will only take a couple of minutes. When you do this weekly, it will take you less than 15 minutes and will save you up to 2 hours a day. It's so worth the small time commitment!

Commit to your Weekly Planning Ritual and then commit to the plan you've made. Honor your time and you'll receive massive rewards of having more time, making more money, and feeling like the purposeful, powerful rockstar that you are!

If you want to take this devotion to honoring your time (and yourself) as sacred even further, pick up a copy of my book, [Do Less](#). When you do, you'll receive:

- *A workshop on identifying the 20% of your actions that lead to 80% of your results*
- *A workshop on boundaries and the art of saying no*
- *A Maven Masterclass with Dr. Shefali Tsabary, NY Times Bestselling author of *The Awakened Family**
- *A Maven Masterclass with Latham Thomas, maternity, lifestyle, and wellness expert and author of *Own Your Glow**

GRAB YOUR COPY OF DO LESS!

Thanks so much for joining me for the Weekly Planning Ritual process.

Thousands of women have revolutionized their lives, saved tons of time, and increased their effectiveness and happiness by leaps and bounds by incorporating this simple tool in their lives.

If you become one of them, please drop us a line at info@katenorthrup.com. Nothing brings me more joy than hearing the stories of women who've begun to honor themselves through honoring their time.

*All my love,
Kate*

P.S. For my latest insights on time and energy management, plus tools, data, and more, follow me for updates!



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