

## 2025 Personal Rhythm

### Daily Tasks

What needs to go on your daily tasks list. This list should be made up of the things that you forget to do when you get really overwhelmed or when you're out of your normal rhythm or routine. Let's face it you're never going to forget to have a shower so that simply doesn't need to be on there unless you need to factor that time into your working day.

Project	Task	Cadence	Day/Time
Medication	<ul style="list-style-type: none"><li>• Curcumin</li><li>• Probiotic</li><li>• Multivitamin</li></ul>	1x daily	<ul style="list-style-type: none"><li>• Mon-Sun 05:00AM</li></ul>
Breakfast	<ul style="list-style-type: none"><li>• Protein shake</li><li>• 30g Carb</li></ul>	1x daily	<ul style="list-style-type: none"><li>• Mon-Sun 05:00AM</li></ul>
Workout	<ul style="list-style-type: none"><li>• Monday - Weights</li><li>• Tuesday - Run</li><li>• Wednesday - Weights</li><li>• Thursday - Run</li><li>• Friday - Yoga</li><li>• Saturday - Cardio</li><li>• Sunday - Rest</li></ul>	1x daily	<ul style="list-style-type: none"><li>• Mon-Thu 12:00PM</li></ul>
Lunch	<ul style="list-style-type: none"><li>• Protein, Mod Carb, Fat</li></ul>	1x daily	<ul style="list-style-type: none"><li>• Mon-Fri 1:00PM</li></ul>
Dinner	<ul style="list-style-type: none"><li>• Protein, Low Carb, Fat</li></ul>	1x daily	<ul style="list-style-type: none"><li>• Mon-Fri 7:00PM</li></ul>

Bedtime routine	<ul style="list-style-type: none"> <li>• Shower</li> <li>• Brush teeth</li> </ul>	1x daily	<ul style="list-style-type: none"> <li>• Mon-Sun 8:30PM</li> </ul>
Dishwasher	<ul style="list-style-type: none"> <li>• Make sure all dirty plates, glasses etc are in the dishwasher before bed</li> </ul>	1x daily	<ul style="list-style-type: none"> <li>• Mon-Sun 8:30PM</li> </ul>
Bedroom	<ul style="list-style-type: none"> <li>• The last person to get up makes the bed</li> </ul>	1x daily	<ul style="list-style-type: none"> <li>• Mon-Sun 8:30PM</li> </ul>
Living Room	<ul style="list-style-type: none"> <li>• All shoes and clothes to be put away before bed</li> </ul>	1x daily	<ul style="list-style-type: none"> <li>• Mon-Sun 8:30PM</li> </ul>
Bathroom	<ul style="list-style-type: none"> <li>• Toilet paper must be face down</li> <li>• Sweep for toilet paper</li> </ul>	1x daily	<ul style="list-style-type: none"> <li>• Mon-Sun 8:30PM</li> </ul>
Trash	<ul style="list-style-type: none"> <li>• Trash to trash shoot on the way to work</li> </ul>	1x daily	<ul style="list-style-type: none"> <li>• Mon-Sun 06:00AM</li> </ul>

## Weekly Tasks

Project	Task	Cadence	Day/Time
Grocery Shopping	<ul style="list-style-type: none"> <li>Sunday - Target</li> <li>Sunday - Trader Joes</li> </ul>	1x per week	<ul style="list-style-type: none"> <li>Sunday 08:30AM</li> <li>Sunday 09:00AM</li> </ul>
Meal Prepping	<ul style="list-style-type: none"> <li>Sunday</li> <li>Meatloaf for the week (ES)</li> <li>Order 4 Salmon and sides (LH)</li> </ul>	1x per week	<ul style="list-style-type: none"> <li>Sunday 4:00PM</li> </ul>
Laundry	<ul style="list-style-type: none"> <li>Wednesday (darks)</li> <li>Saturday (darks and whites)</li> <li>Sunday (greys)</li> </ul>	3x per week	<ul style="list-style-type: none"> <li>Wed 05:00AM</li> <li>Sat 06:00AM</li> <li>Sunday 10:00AM</li> </ul>
Physical Therapy	<ul style="list-style-type: none"> <li>Attend Physical Therapy Thursday 2pm</li> </ul>	2x per week	<ul style="list-style-type: none"> <li>Thursday 2pm</li> </ul>
Yoga	<ul style="list-style-type: none"> <li>Friday</li> </ul>	1x per week	<ul style="list-style-type: none"> <li>Friday 4:00PM?</li> </ul>
Hike	<ul style="list-style-type: none"> <li>Saturday</li> </ul>	1x per week	<ul style="list-style-type: none"> <li>Sunday 08:00AM</li> </ul>
Dry Cleaning	<ul style="list-style-type: none"> <li>Saturday</li> </ul>	1x per week	<ul style="list-style-type: none"> <li>Saturday 10:00AM</li> </ul>
Folding	<ul style="list-style-type: none"> <li>Sunday (after breakfast)</li> </ul>	1x per week	<ul style="list-style-type: none"> <li>Sunday 10:00AM</li> </ul>
Mail	<ul style="list-style-type: none"> <li>Sweep Mailbox (After hike)</li> </ul>	1x per week	<ul style="list-style-type: none"> <li>Sunday 09:30AM</li> </ul>
Paperwork	<ul style="list-style-type: none"> <li>Sunday (after breakfast)</li> </ul>	1x per week	<ul style="list-style-type: none"> <li>Sunday 10:00AM</li> </ul>

## Fortnightly Tasks

As I write this I realized that I could chunk together the arrival of my housekeeper with my nail appointments which roughly take the same amount of time. By the time I return from my having my nails done my house is fresh, clean and tidy

Project	Task	Cadence	Day/Time
Housekeeper	<ul style="list-style-type: none"><li>Book recurring appointment with Housekeeper</li></ul>	2x per month	<ul style="list-style-type: none"><li>Saturday 10:00AM</li></ul>
Massage	<ul style="list-style-type: none"><li>Book recurring appointment with Masseuse</li></ul>	2x per month	<ul style="list-style-type: none"><li>Sunday 3:00PM</li></ul>
Nails	<ul style="list-style-type: none"><li>Book recurring appointment with Nail Tech</li></ul>	2x per month	<ul style="list-style-type: none"><li>Friday 6:00PM</li></ul>

## Monthly Tasks - are there any tasks that could be chunked together?

As I put this list together, I realized that one of the things Eric and I like to do after my facial is to grab lunch in Beverly Hills. So we turned this into a working lunch where we discuss a range of important business topics.

Project	Task	Cadence	Day/Time
Rent	<ul style="list-style-type: none"><li>Pay rent on the 1st of the month</li></ul>	1x per month	<ul style="list-style-type: none"><li>As Needed</li></ul>
Facial	<ul style="list-style-type: none"><li>Book recurring appointment with Aesthetician</li></ul>	1x per month	<ul style="list-style-type: none"><li>Saturday 10:00AM</li></ul>
Monthly Meeting	<ul style="list-style-type: none"><li>Book recurring table in Beverly Hills</li></ul>	1x per month	<ul style="list-style-type: none"><li>Saturday 10:00AM</li></ul>
Hair	<ul style="list-style-type: none"><li>Book recurring appointment with Hairdresser</li></ul>	1x per month	<ul style="list-style-type: none"><li>Friday 4:00PM</li></ul>
Eyebrow threading	<ul style="list-style-type: none"><li>Book recurring appointment with Threader</li></ul>	1x per month	<ul style="list-style-type: none"><li>Friday 6:00PM</li></ul>

Quarterly Tasks

Project	Task	Cadence	
Spring Clean	<ul style="list-style-type: none"><li>• Wardrobes</li><li>• Bathroom</li><li>• Books</li><li>• Goodwill</li></ul>	1x per quarter	<ul style="list-style-type: none"><li>• Saturday 10:00AM</li></ul>
Car Wash	<ul style="list-style-type: none"><li>• Book recurring appointment with Car Wash</li><li>• Attend appointment Saturday 10am</li></ul>	1x per quarter	<ul style="list-style-type: none"><li>• Saturday 10:00AM</li></ul>

Bi-Annual Tasks

Project	Task	Cadence
Accountant	<ul style="list-style-type: none"><li>Book Feb appointment with Accountant</li><li>Book Oct appointment with Accountant</li></ul>	2x per year
Dental	<ul style="list-style-type: none"><li>Book April appointment with Dentist</li><li>Book November appointment with Dentist</li></ul>	2x per year

## Annual Tasks

Project	Task	Cadence
Medical	<ul style="list-style-type: none"> <li>Book November appointment with Doctor</li> </ul>	1x per year
Car Registration	<ul style="list-style-type: none"> <li>Renew Car Registration 14th November 2024</li> <li>1 Month reminder</li> <li>2 week reminder</li> <li>1 week reminder</li> <li>1 day reminder</li> <li><a href="#">DMV Registration Link</a></li> </ul>	1x per year 14th Oct 2024 28th Oct 2024 7th Nov 2024 12th Nov 2024
Caribbean	<ul style="list-style-type: none"> <li>Book 14 day fitness retreat</li> </ul>	1x per year
Vacation (March)	<ul style="list-style-type: none"> <li>Book 4 day vacation</li> </ul>	1x per year
Vacation (July)	<ul style="list-style-type: none"> <li>Jun 27, 2024 to Jul 6, 2024</li> <li>Book 7 day vacation to London</li> </ul>	1x per year
Vacation (August)	<ul style="list-style-type: none"> <li>Book 2 day vacation (Wedding Anniversary)</li> </ul>	1x per year
Vacation (Sep/Oct)	<ul style="list-style-type: none"> <li>Book 4 day vacation</li> </ul>	1x per year
Vacation (Christmas)	<ul style="list-style-type: none"> <li>Book 10 day vacation or</li> <li>Book 7 day vacation</li> </ul>	1x per year
Charity	<ul style="list-style-type: none"> <li>Make payment to chosen charity</li> </ul>	1x per year
Annual Meeting	<ul style="list-style-type: none"> <li>Review annual meeting</li> </ul>	1x per year



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