The Family Weekly Meeting

Designate a time each week (Sunday or whenever works!) to meet as a family or team.

Reflect from the week prior:

What are we celebrating from the last week?

What worked last week?

What felt too much or too little? (What didn't work?)

What tweak do we need to make this week?

Meeting Outline:

- **Calendar Review**
  - Review everyone's week & commitments. Use this individual weekly calendar planning worksheet to gain clarity on the load that each person is carrying that week.
- **Logistics:**
  - *Drop-offs:* Confirm schedules for school, activities, etc.
  - *Events:* Review upcoming family or individual events.
  - *Travel/Visitors:* Discuss any travel plans or necessary arrangements.
- **Divide & delegate household or parenting tasks:**
  - Assign responsibilities for the week to ensure a fair distribution of work. What is your actual capacity based on your schedule? What needs to be outsourced, delegated, or consciously let go of this week?

 | © 2025 Evolve Beyond Limits. All right reserved.

- **Budgeting/Finances:**
    - Look at finances from week, plan for upcoming week, & discuss any financial decisions that need to be made.
    - Make payments/move money as needed
- **Other Topics of Discussion:**
    - *Meals:* Plan out meals for the week. Order groceries/make grocery list.
    - *Quality Time:* Plan quality time as family, couple, and individual.
    - *Other:* Address any other decisions you need to make or topics that you need to discuss with your partner. This gets to be a safe space to be vulnerable with challenges you are running into (as long as you are looking to solve them - this is not a place for complaining or blaming - it's a time to come together & solve problems as a team)

Meeting Time:

What needs to be talked through or decided this week?

 | © 2025 Evolve Beyond Limits. All right reserved.