

# My AI Organization Planner

## A Simple Weekly Planning Worksheet for Retirees

Stay organized, reduce stress, and make the most of your week with help from AI.

Prepared by Matt Maré

**AI for Retirees**

[mattmare.com](http://mattmare.com)

## This Week's Priorities

What are the most important things you want to accomplish this week?

**Priority**

**Why It Matters**

1

2

3

4

5

### AI Prompt

Help me identify the five most important priorities for this week based on my goals and commitments.

# Appointments & Reminders

| Date | Appointment | Time | Reminder Needed |
|------|-------------|------|-----------------|
|------|-------------|------|-----------------|

## AI Prompt

Help me organize my appointments and suggest reminders I should set.

# Household Tasks

## Things To Do This Week

- ☐ Grocery Shopping
- ☐ Home Maintenance
- ☐ Garden Tasks
- ☐ Cleaning
- ☐ Bills
- ☐ Other:

## AI Prompt

Create a simple household task schedule for this week.

# Financial Tasks

## Financial Checklist

- ☐ Pay Bills
- ☐ Review Budget
- ☐ Update Savings
- ☐ Check Investments
- ☐ Review Bank Statements
- ☐ Other: \_\_\_\_\_

## AI Prompt

Help me create a simple financial checklist for this month.

# Family & Social Activities

## People I Want To Connect With

| Name | Activity |
|------|----------|
|------|----------|

## Upcoming Events

## AI Prompt

Suggest enjoyable family activities or ways to stay connected with loved ones this month.

# Notes & Ideas

Use this page for:

- New ideas
- Things to remember
- Questions for ChatGPT
- Personal goals

## Weekly Reflection

**What went well this week?**

**What caused stress?**

**What can I improve next week?**

### AI Prompt

Help me review my week and suggest ways to become more organized and less stressed next week.