



3 Steps to a Successful* Summer

*and less stressful



3 Steps to a Successful* Summer

***less stressful**

Summer holidays are coming whether you are ready or not. You may be the type of person who has planned every day already or you might be winging it. You might have kids young enough to happily go to holiday clubs. Or they might have hit the awkward age of 'too old for holiday club but too young to wing it.' (I feel your pain.) Either way, you want it to be a success, but sometimes it feels like there are so many moving parts that it will all fall apart.

Or you will!

So here's a starting point to make the summer holidays less stressful and more successful for all of you.

- **Only judge yourself on what you can control.** You can't control if weather ruins your planned day out. You can control the fact you organised it! So only judge success on what you can control.
- **Focus on the priority areas and be clear what is 'need to have' not 'nice to have'.**
 - e.g. there's a big planning deadline at work. Hitting that is a 'need to have'. Your kids being supremely happy every minute of every day is a 'nice to have'.
- **Build in some consideration of what YOU need to maintain your energy.**

And then, to make it easier to think through, I have created a simple 3 Step process to go through to try and put it all together.

See the next page for more detail



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***less stressful**

3 Steps

1. **Get it all onto paper.** Look at the different areas of life you have to co-ordinate and plan for here. On the next page, if it helps, I've created a blank space to jot it all down. Categories could be things like: kids and their needs, work priorities, holiday dates and preparation, YOU, other family responsibilities and commitments, FUN (eg days out and other family things).. Then write down all the top of mind stuff for all of them. If you fill the page, write on the back!
2. **Prioritise.** Now go through ALL of it and mark whether it is a small **DO IT NOW** thing, a bigger **DIARY** thing and decide when to do it, something you can **DELEGATE** or something that really isn't that important so you can **DUMP** it. All the DUMP things, I want you to put a line through. That's important so you do let it go!
3. **When and what and how...** Now, look at the planner pages and start to fill them in with the things, whether it is dates for holiday clubs, commitments or work priorities or when you will do those things you marked as **DIARY**

The first pages are a weekly 'text' planner of all the things and different categories of activity, followed by pages with a weekly table to fill in with PRIORITY and OPTIONAL things for each day.

I have given you a page for a high level view of the summer and two types of weekly planner page because not everyone's brain thinks the same way. Just use whichever feels more useful for you. Just print off whichever ones suit your brain better!

Once it is clearer where things fit, the overwhelm reduces a bit. Then it is just a case of doing it...

But, with priorities clearer, what success looks like is also clearer.



Brain Dump Page!

Get it all down on paper!

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Your priority areas for the summer

Priority:_____

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Priority:_____

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Priority:_____

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**You and
what you
need (and
are juggling)**

Priority:_____

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Priority:_____

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**Priority:You and your
energy levels**

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Summer Overview - The Helicopter View of the Summer

W/c	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Date:							
Date:							
Date:							
Date:							
Date:							
Date:							
Date:							
Date:							



WEEK COMMENCING: _____

TO DO

OVERALL PLANS FOR THE WEEK

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PRIORITIES

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TO REMEMBER (NEXT WEEK OR EXTRAS)

LIFE STUFF

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DAILY PLAN W/C: _____



PRIORITIES

OTHER

MON

TUE

WED

THUR

FRI

SAT

SUN

Weekly Planner w/c



	Morning	Afternoon	Evening
MON			
TUE			
WED			
THU			
FRI			
SAT			
SUN			
	Morning	Afternoon	Evening