December 2026

A little structure for a busy month. Make room for what matters.

Three priorities

1.
2.
3.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Notes and reminders

Add the holidays, closure dates and commitments relevant to you.

Weekly focus & year-end review

Choose a useful focus for each week, then close the month deliberately.

30 Nov - 6 Dec One main focus	
7 - 13 Dec One main focus	
14 - 20 Dec One main focus	
21 - 27 Dec One main focus	
28 Dec - 3 Jan One main focus	

Year-end checklist

- [ ] Confirm the last working or study day for each project.
- [ ] Finish essential submissions and handovers.
- [ ] Check upcoming bookings and payment dates.
- [ ] Save the links and documents needed after the break.
- [ ] Give unfinished work an explicit next step.
- [ ] Choose the first useful action for January.

Keep / change / stop