

WEEKLY COMMAND CENTER

SYSTEMS DEVINE LLC



Commit thy works unto the LORD, and thy thoughts shall be established.
Proverbs 16:3 (KJV)



SYSTEMS DEVINE LLC

WEEKLY COMMAND CENTER

A simple plan. A calmer week. More room for what matters.



Hi, I'm
Sarah Douglas.

I'm The Systems Concierge and founder of Systems Devine LLC. I help busy women create simple systems for home, life, and business so they can stop carrying everything in their heads and make room for what matters most.

START WITH 10 MINUTES

Choose your top three priorities, give each day a focus, and check what needs your attention. Type into page 2 or print a fresh copy each week.

Less Chaos. More Clarity.

A simple weekly plan for home, life, and business.
If it keeps happening, it needs a system.

Faith fueled. Systems supported. Purpose driven.

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Proverbs 16:3 (KJV)



YOUR WEEKLY COMMAND CENTER



Plan in 10 minutes. Check in daily. Finish with clarity.

WEEK OF

FOCUS

01 MY TOP 3 PRIORITIES

What three outcomes would make this week count?

1.

Done

☐

2.

Done

☐

3.

Done

☐

02 MY DAILY FOCUS

One key task + a realistic time block.

MON

TUE

WED

THU

FRI

WEEKEND

03 FOLLOW-UP + DUE

Who / what needs attention?

04 MINI WEEKLY CHECKLIST

- ☐ Review calendar + deadlines
- ☐ Block time for top priorities
- ☐ Check important follow-ups
- ☐ Review bills, payments + finances
- ☐ Plan household tasks + commitments
- ☐ Review wins + plan next week

05 MAKE SPACE

Simplify, delegate, or move:

Protect time for yourself:

FOCUS ON GOD

In all thy ways acknowledge him, and he shall direct thy paths. - Proverbs 3:6 (KJV)

