

MOST IMPORTANT TASK

This task must get done. Avoid email/messaging until it is complete. Y N

Week ___/52

Date ___/___/___

Monday

1. _____

Subtasks to complete the most important task

- a. _____ Target Actual 25 minutes per filled circle
- b. _____ Target Actual 25 minutes per filled circle
- c. _____ Target Actual 25 minutes per filled circle

IMPORTANT TASKS

These tasks should get done

- 2. _____ Target Actual 25 minutes per filled circle
- 3. _____ Target Actual 25 minutes per filled circle

ADDITIONAL TASKS

These tasks I want to complete

- 4. _____ Target Actual 25 minutes per filled circle
- 5. _____ Target Actual 25 minutes per filled circle
- 6. _____ Target Actual 25 minutes per filled circle

NOTES _____

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