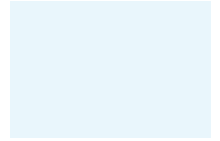


WEEKLY PLAN

Week /52 Date: / /

WHAT WENT WELL LAST WEEK?

These were the highlights of my efforts last week



WHAT WENT POORLY LAST WEEK?

These were things that didn't go well or didn't happen at all last week

WHAT DID YOU LEARN?

Write the key things to remember from your experience last week.

MOST IMPORTANT TASKS THIS WEEK

These three tasks must be completed this week. Schedule 90 min this week for each of them.

- 1.
- 2.
- 3.

ADDITIONAL TASKS

These five tasks should be done or I would like them to be done if time permits

- 1.
- 2.
- 3.
- 4.
- 5.

FUN AND RELAXATION TO LOOK FORWARD TO

These are the things I'm going to have fun doing this week

- 1.
- 2.

NOTES

Ideas, inspiration, for later to think about, issues, more information elsewhere, etc.

MOST IMPORTANT TASK

Date

PRODUCTIVITY

What happened? What would you do differently?

MOST IMPORTANT TASK

This task must get done. Avoid email or messaging until it is complete.

Y N

Date

1.

Subtasks to complete the most important task

a.

b.

c.

IMPORTANT TASKS

These tasks should get done

2.

3.

ADDITIONAL TASKS

These tasks I want to complete

4.

5.

6.

NOTES

Ideas, inspiration, f

PRODUCTIVITY

What happened? What would you do differently?

Date

PRODUCTIVITY

MOST IMPORTANT TASK

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

Y N

Date

1.

Subtasks to complete the most important task

a.

b.

c.

IMPORTANT TASKS

These tasks should get done

2.

3.

ADDITIONAL TASKS

These tasks I want to complete

4.

550 13.5 28.3081 49574 514.ould

PRODUCTIVITY

What happened? What would you do differently?

MOST IMPORTANT TASK

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

Date

PRODUCTIVITY

What happened? What would you do differently?