**Monday**

**Most Important Task**
This task must get done. Avoid email/messaging until it is complete.  
Y  N
1. _______________

Subtasks to complete the most important task
a. _______________

b. _______________

c. _______________

**Important Tasks**
These tasks should get done
1. _______________  2. _______________  3. _______________

**Additional Tasks**
These tasks I want to complete
4. _______________  5. _______________  6. _______________

**Notes**
_____________________________

---

**Tuesday**

**Most Important Task**
This task must get done. Avoid email/messaging until it is complete.  
Y  N
1. _______________

Subtasks to complete the most important task
a. _______________

b. _______________

c. _______________

**Important Tasks**
These tasks should get done
2. _______________  3. _______________  4. _______________

**Additional Tasks**
These tasks I want to complete
5. _______________  6. _______________  7. _______________

**Notes**
_____________________________

---

**Wednesday**

**Most Important Task**
This task must get done. Avoid email/messaging until it is complete.  
Y  N
1. _______________

Subtasks to complete the most important task
a. _______________

b. _______________

c. _______________

**Important Tasks**
These tasks should get done
2. _______________  3. _______________  4. _______________

**Additional Tasks**
These tasks I want to complete
5. _______________  6. _______________  7. _______________

**Notes**
_____________________________

---

**Thursday**

**Most Important Task**
This task must get done. Avoid email/messaging until it is complete.  
Y  N
1. _______________

Subtasks to complete the most important task
a. _______________

b. _______________

c. _______________

**Important Tasks**
These tasks should get done
2. _______________  3. _______________  4. _______________

**Additional Tasks**
These tasks I want to complete
5. _______________  6. _______________  7. _______________

**Notes**
_____________________________

---

**Friday**

**Important Tasks**
These tasks should get done
2. _______________  3. _______________  4. _______________

**Additional Tasks**
These tasks I want to complete
4. _______________  5. _______________  6. _______________

**Notes**
_____________________________

---

**Saturday**

**Important Tasks**
These tasks should get done
2. _______________  3. _______________  4. _______________

**Additional Tasks**
These tasks I want to complete
5. _______________  6. _______________  7. _______________

**Notes**
_____________________________

---

**Sunday**

**Important Tasks**
These tasks should get done
2. _______________  3. _______________  4. _______________

**Additional Tasks**
These tasks I want to complete
5. _______________  6. _______________  7. _______________

**Notes**
_____________________________