

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.

Schedule	
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

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

Subtasks to complete the most important task

These tasks should get done

These tasks I want to complete

6. _____

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

What happened? What would you do differently?

☐ Terrible
 ☐ Bad
 ☐ OK
 ☐ Good
 ☐ Great

MOST IMPORTANT TASK

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

Date / /

Subtasks to complete the most important task

b. _____

C. _____

Figure 1 shows three rows of visual feedback displays. Each row consists of a 'Target' (a square icon), a progress indicator (a row of seven circles, with the first one filled), and an 'Actual Status' (two square icons). Below each row is the text '25 minutes per filled circle'.

IMPORTANT TASKS

These tasks should get done

Target 25 minutes per filled circle Actual Status

Target 25 minutes per filled circle Actual Status

ADDITIONAL TASKS

These tasks I want to complete

6. _____

<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/> <input type="checkbox"/>
Target	25 minutes per filled circle	Actual Status
<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/> <input type="checkbox"/>
Target	25 minutes per filled circle	Actual Status
<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/> <input type="checkbox"/>
Target	25 minutes per filled circle	Actual Status
<input type="checkbox"/>		<input type="checkbox"/>
TOTAL	Comparison	TOTAL

NOTES

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

PRODUCTIVITY

What happened? What would you do differently?

☐ Terrible ☐ Bad ☐ OK ☐ Good ☐ Great

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

Subtasks to complete the most important task

C. _____

These tasks should get done

These tasks I want to complete

6. _____

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

What happened? What would you do differently?

☐ Terrible ☐ Bad ☐ OK ☐ Good ☐ Great

MOST IMPORTANT TASK

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

Date / /

Subtasks to complete the most important task

b. _____

C. _____

The figure consists of three identical horizontal rows. Each row contains three groups of elements:

- Target:** A single square icon.
- Status:** The text "25 minutes per filled circle" followed by six circles. In each row, the first four circles are filled, and the last two are empty.
- Actual:** Two square icons side-by-side.

IMPORTANT TASKS

These tasks should get done

Target 25 minutes per filled circle Actual Status

Target 25 minutes per filled circle Actual Status

ADDITIONAL TASKS

These tasks I want to complete

6. _____

Figure 1 illustrates the comparison of the target and actual status of the system. It shows three rows of circles, each representing a system component. The first row shows a 'Target' status with one filled circle and an 'Actual' status with one filled circle. The second row shows a 'Target' status with one filled circle and an 'Actual' status with one filled circle. The third row shows a 'Target' status with one filled circle and an 'Actual' status with one filled circle. The text '25 minutes per filled circle' is written below each row. A horizontal line separates the rows from a 'TOTAL' label at the bottom.

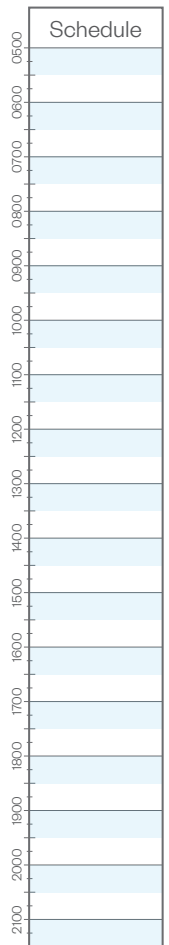
NOTES

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

PRODUCTIVITY

What happened? What would you do differently?

☐ Terrible
 ☐ Bad
 ☐ OK
 ☐ Good
 ☐ Great



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

Subtasks to complete the most important task

Figure 1 illustrates three visualizations for a 25-minute task. Each row represents a different visualization style:

- Row 1:** A single square labeled "Target" is followed by six circles. The first circle is filled, and the text "25 minutes per filled circle" is centered below the circles. To the right, two squares are shown, labeled "Actual" and "Status".
- Row 2:** A single square labeled "Target" is followed by six circles. The first circle is filled, and the text "25 minutes per filled circle" is centered below the circles. To the right, two squares are shown, labeled "Actual" and "Status".
- Row 3:** A single square labeled "Target" is followed by six circles. The first circle is filled, and the text "25 minutes per filled circle" is centered below the circles. To the right, two squares are shown, labeled "Actual" and "Status".

These tasks should get done

Target 25 minutes per filled circle Actual Status

Target 25 minutes per filled circle Actual Status

These tasks I want to complete

6. _____

<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/> <input type="checkbox"/>
Target	25 minutes per filled circle	Actual Status
<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/> <input type="checkbox"/>
Target	25 minutes per filled circle	Actual Status
<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/> <input type="checkbox"/>
Target	25 minutes per filled circle	Actual Status
<input type="checkbox"/>		<input type="checkbox"/>
TOTAL	Comparison	TOTAL

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

What happened? What would you do differently?

☐ Terrible
 ☐ Bad
 ☐ OK
 ☐ Good
 ☐ Great

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.

Date / /

Saturday

Target

25 minutes per filled circle

Actual

Status

Target

25 minutes per filled circle

Actual

Status

Target

25 minutes per filled circle

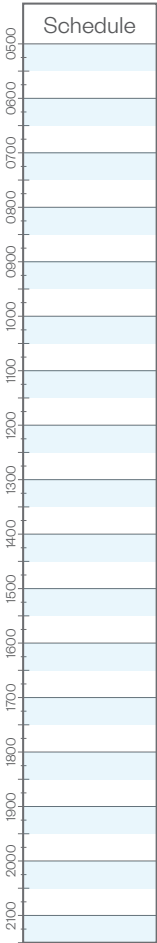
Actual

Status

TOTAL

Comparison

TOTAL



IMPORTANT TASKS

These tasks should get done

- 2.
- 3.

Target

25 minutes per filled circle

Actual

Status

ADDITIONAL TASKS

These tasks I want to complete

- 4.
- 5.
- 6.

Target

25 minutes per filled circle

Actual

Status

NOTES

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

PRODUCTIVITY

What happened? What would you do differently?

Terrible

Bad

OK

Good

Great