**WEEKLY PLAN**

**WHAT WENT WELL LAST WEEK?**
These were the highlights of my efforts last week

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**WHAT WENT POORLY LAST WEEK?**
These were things that didn't go well or didn't happen at all last week

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**WHAT DID YOU LEARN?**
Write the key things to remember from your experience last week.

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**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.

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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. ____________________________________________________________

ADDITIONAL TASKS
These tasks I want to complete

4. ____________________________________________________________
5. ____________________________________________________________
6. ____________________________________________________________

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

PRODUCTIVITY
What happened? What would you do differently?

Date / ______ / ______

Monday
**MOST IMPORTANT TASK**
This task must get done. Avoid email/messaging until it is complete. 〇 Y 〇 N

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

**PRODUCTIVITY**
What happened? What would you do differently?
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. ____________________________

ADDITIONAL TASKS
These tasks I want to complete

4. ____________________________

5. ____________________________

6. ____________________________

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

PRODUCTIVITY
What happened? What would you do differently?

Date __________/________/________
# MOST IMPORTANT TASK
This task must get done. Avoid email/messaging until it is complete.  
☐ Y  ☐ N

**Subtasks to complete the most important task**

1. 

**IMMEDIATE TASKS**

**These tasks should get done**

2. 

3. 

**ADDITIONAL TASKS**

**These tasks I want to complete**

4. 

5. 

6. 

**NOTES**

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Target</th>
<th>25 minutes per filled circle</th>
<th>Actual Status</th>
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**PRODUCTIVITY**

What happened? What would you do differently?
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. ____________________________________________

ADDITIONAL TASKS
These tasks I want to complete
4. ____________________________________________
5. ____________________________________________
6. ____________________________________________

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

PRODUCTIVITY
What happened? What would you do differently?
### 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. ____________________________________________________________________________

### ADDITIONAL TASKS
These tasks I want to complete

4. ____________________________________________________________________________

5. ____________________________________________________________________________

6. ____________________________________________________________________________

### 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  [ ] go