WEEKLY PLAN

Week __/52 Date: ___/___/_____

Schedule	
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

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

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

Date ____/____/____

Monday

1. _____

Subtasks to complete the most important task

a. _____ ☐ ○○○○○○ ☐ ☐ Target 25 minutes per filled circle Actual Status

b. _____ ☐ ○○○○○○ ☐ ☐ Target 25 minutes per filled circle Actual Status

c. _____ ☐ ○○○○○○ ☐ ☐ Target 25 minutes per filled circle Actual Status

IMPORTANT TASKS

These tasks should get done

2. _____ ☐ ○○○○○○ ☐ ☐ Target 25 minutes per filled circle Actual Status

3. _____ ☐ ○○○○○○ ☐ ☐ Target 25 minutes per filled circle Actual Status

ADDITIONAL TASKS

These tasks I want to complete

4. _____ ☐ ○○○○○○ ☐ ☐ Target 25 minutes per filled circle Actual Status

5. _____ ☐ ○○○○○○ ☐ ☐ Target 25 minutes per filled circle Actual Status

6. _____ ☐ ○○○○○○ ☐ ☐ Target 25 minutes per filled circle Actual Status

☐ TOTAL _____ Comparison ☐ TOTAL

Schedule

0500 0600 0700 0800 0900 1000 1100 1200 1300 1400 1500 1600 1700 1800 1900 2000 2100

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

MOST IMPORTANT TASK

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

Date ____/____/____

Tuesday

1. _____

Subtasks to complete the most important task

a. _____ ☐ ◯◯◯◯◯◯ ☐ ☐ Target 25 minutes per filled circle Actual Status

b. _____ ☐ ◯◯◯◯◯◯ ☐ ☐ Target 25 minutes per filled circle Actual Status

c. _____ ☐ ◯◯◯◯◯◯ ☐ ☐ Target 25 minutes per filled circle Actual Status

IMPORTANT TASKS

These tasks should get done

2. _____ ☐ ◯◯◯◯◯◯ ☐ ☐ Target 25 minutes per filled circle Actual Status

3. _____ ☐ ◯◯◯◯◯◯ ☐ ☐ Target 25 minutes per filled circle Actual Status

ADDITIONAL TASKS

These tasks I want to complete

4. _____ ☐ ◯◯◯◯◯◯ ☐ ☐ Target 25 minutes per filled circle Actual Status

5. _____ ☐ ◯◯◯◯◯◯ ☐ ☐ Target 25 minutes per filled circle Actual Status

6. _____ ☐ ◯◯◯◯◯◯ ☐ ☐ Target 25 minutes per filled circle Actual Status

☐ TOTAL _____ Comparison ☐ TOTAL

Schedule

0500 0600 0700 0800 0900 1000 1100 1200 1300 1400 1500 1600 1700 1800 1900 2000 2100

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☐ Terrible ☐ Bad ☐ OK ☐ Good ☐ Great

MOST IMPORTANT TASK

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

Date ____/____/____

Wednesday

1. _____

Subtasks to complete the most important task

a. _____ Target ◯◯◯◯◯◯ 25 minutes per filled circle Actual Status

b. _____ Target ◯◯◯◯◯◯ 25 minutes per filled circle Actual Status

c. _____ Target ◯◯◯◯◯◯ 25 minutes per filled circle Actual Status

IMPORTANT TASKS

These tasks should get done

2. _____ Target ◯◯◯◯◯◯ 25 minutes per filled circle Actual Status

3. _____ Target ◯◯◯◯◯◯ 25 minutes per filled circle Actual Status

ADDITIONAL TASKS

These tasks I want to complete

4. _____ Target ◯◯◯◯◯◯ 25 minutes per filled circle Actual Status

5. _____ Target ◯◯◯◯◯◯ 25 minutes per filled circle Actual Status

6. _____ Target ◯◯◯◯◯◯ 25 minutes per filled circle Actual Status

TOTAL Comparison TOTAL

Schedule

0500 0600 0700 0800 0900 1000 1100 1200 1300 1400 1500 1600 1700 1800 1900 2000 2100

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PRODUCTIVITY

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 ____/____/____

Thursday

1. _____

Subtasks to complete the most important task

a. _____ ☐ ◯◯◯◯◯◯ ☐ ☐ Target 25 minutes per filled circle Actual Status

b. _____ ☐ ◯◯◯◯◯◯ ☐ ☐ Target 25 minutes per filled circle Actual Status

c. _____ ☐ ◯◯◯◯◯◯ ☐ ☐ Target 25 minutes per filled circle Actual Status

IMPORTANT TASKS

These tasks should get done

2. _____ ☐ ◯◯◯◯◯◯ ☐ ☐ Target 25 minutes per filled circle Actual Status

3. _____ ☐ ◯◯◯◯◯◯ ☐ ☐ Target 25 minutes per filled circle Actual Status

ADDITIONAL TASKS

These tasks I want to complete

4. _____ ☐ ◯◯◯◯◯◯ ☐ ☐ Target 25 minutes per filled circle Actual Status

5. _____ ☐ ◯◯◯◯◯◯ ☐ ☐ Target 25 minutes per filled circle Actual Status

6. _____ ☐ ◯◯◯◯◯◯ ☐ ☐ Target 25 minutes per filled circle Actual Status

☐ TOTAL _____ Comparison ☐ TOTAL

Schedule

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MOST IMPORTANT TASK

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

Date ____/____/____

Friday

1. _____

Subtasks to complete the most important task

a. _____ Target ◯◯◯◯◯◯ 25 minutes per filled circle Actual Status

b. _____ Target ◯◯◯◯◯◯ 25 minutes per filled circle Actual Status

c. _____ Target ◯◯◯◯◯◯ 25 minutes per filled circle Actual Status

IMPORTANT TASKS

These tasks should get done

2. _____ Target ◯◯◯◯◯◯ 25 minutes per filled circle Actual Status

3. _____ Target ◯◯◯◯◯◯ 25 minutes per filled circle Actual Status

ADDITIONAL TASKS

These tasks I want to complete

4. _____ Target ◯◯◯◯◯◯ 25 minutes per filled circle Actual Status

5. _____ Target ◯◯◯◯◯◯ 25 minutes per filled circle Actual Status

6. _____ Target ◯◯◯◯◯◯ 25 minutes per filled circle Actual Status

TOTAL Comparison TOTAL

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Terrible Bad OK Good Great

MOST IMPORTANT TASK

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

Date ____/____/____

Saturday

1. _____

Subtasks to complete the most important task

a. _____ ☐ ◯◯◯◯◯◯ ☐ ☐ Target 25 minutes per filled circle Actual Status

b. _____ ☐ ◯◯◯◯◯◯ ☐ ☐ Target 25 minutes per filled circle Actual Status

c. _____ ☐ ◯◯◯◯◯◯ ☐ ☐ Target 25 minutes per filled circle Actual Status

IMPORTANT TASKS

These tasks should get done

2. _____ ☐ ◯◯◯◯◯◯ ☐ ☐ Target 25 minutes per filled circle Actual Status

3. _____ ☐ ◯◯◯◯◯◯ ☐ ☐ Target 25 minutes per filled circle Actual Status

ADDITIONAL TASKS

These tasks I want to complete

4. _____ ☐ ◯◯◯◯◯◯ ☐ ☐ Target 25 minutes per filled circle Actual Status

5. _____ ☐ ◯◯◯◯◯◯ ☐ ☐ Target 25 minutes per filled circle Actual Status

6. _____ ☐ ◯◯◯◯◯◯ ☐ ☐ Target 25 minutes per filled circle Actual Status

☐ TOTAL _____ Comparison ☐ TOTAL

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