

WEEKLY PLAN	This week:	
1. fill in deadlines & scheduled events 2. add regular tasks that must be accomplished at work and at home 3. add tasks that move goals & projects forward 4. include activities to increase personal development 5. think of menus 6. add items as needed	PLAN	REVIEW
	Prepare	Past & next week
	Organize	Calendar
	Check	Follow-up system
	Select	Repeating tasks
	Schedule	Next actions/to dos
	Add action steps	Goal & project plans
	Update	Ideas-someday/maybe
Monday	Appointments:	
Tuesday	Call:	
Wednesday	Write:	
Thursday	Connect:	
Friday	Learn:	
Saturday	Errands:	
Sunday	Create:	