

WEEKLY PLANNER

WEEK OF: _____

MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY / SUNDAY

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THIS WEEK'S PRIORITIES

BALANCED HABITS

	M	T	W	TH	F	S	S

WEEK IN REVIEW

3 THINGS I DID WELL:

3 THINGS I WOULD LIKE TO IMPROVE IN:

3 THINGS I AM GRATEFUL FOR:

DAILY PLANNER

Mindset: Today I am...

What can I do today that will have the biggest impact on my business?

TAKE 10 – ten minutes to focus and plan

- ☐ Projects to review or schedule time for
- ☐ People to contact
- ☐ Areas to clean or tidy up

Prioritize

Do immediately: (quadrant A)

- ☐ _____
- ☐ _____
- ☐ _____

Schedule (quadrant B)

- ☐ _____
- ☐ _____
- ☐ _____

Delegate (quadrant C)

- ☐ _____
- ☐ _____
- ☐ _____

Move to down time schedule or discard
(quadrant D)

TIME	TASK/APPOINTMENT

	Necessary tasks	Time consuming tasks
I enjoy & am good at	A	B
I am not committed to	C	D

What am I grateful for today?



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