Weekly planner

Fixed things first (work, class, appointments), then your top 3 for the week, then one must-do per day. Leave some lines empty on purpose: something always comes up.

Week of _____ Fixed this week _____

Top 3 this week

1 _____ 2 _____ 3 _____

Monday

Date _____

Must do _____

Tuesday

Date _____

Must do _____

Wednesday

Date _____

Must do _____

Thursday

Date _____

Must do _____

Friday

Date _____

Must do _____

Saturday

Date _____

Must do _____

Sunday

Date _____

Must do _____

Notes and next week

One must-do a day.
If a day already has three meetings, its must-do can be small. A plan that fits beats a plan that impresses.

Write when, not just what.
"Report, Wed 9am" gets done far more often than "work on the report".

Moved it twice?
Shrink it to a first step you could do in ten minutes, or cross it off for good.

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Date _____

Must do _____

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Date _____

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