



Weekly Planner

Week of: _____

Plan the week so the important work has somewhere to live — then let the evening reviews write next week's plan.

THIS WEEK'S #1 OUTCOME: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Top task							
Focus block							
Meetings							
Notes							

WEEKLY REVIEW PROMPT

Here are my seven evening reviews: *[paste]*. What patterns should I fix, and what are next week's top three?