

Pre-Week Planning

1. Review your vision, annuals goals, and calendar.
2. Write your roles (Personal, Work, Family, etc.).
3. Set action items for each role.
4. Schedule a time for each action item.

WEEK OF: _____

PRINCIPLE OF THE WEEK:

*"If there is one secret of success,
it is concentration. Effective
executives do first things first, and
they do one thing at a time."
— Peter F. Drucker*

PRODUCTIVITY QUOTIENT:

Roles:	Personal		
ACTION ITEMS			

[illegible]

NOTES & LISTS

MONDAY

	6:00	2:00
	6:30	2:30
	7:00	3:00
	7:30	3:30
	8:00	4:00
	8:30	4:30
	9:00	5:00
	9:30	5:30
	10:00	6:00
	10:30	6:30
	11:00	7:00
	11:30	7:30
	NOON	8:00
	12:30	8:30
	1:00	9:00
	1:30	9:30

TUESDAY

	6:00	2:00
	6:30	2:30
	7:00	3:00
	7:30	3:30
	8:00	4:00
	8:30	4:30
	9:00	5:00
	9:30	5:30
	10:00	6:00
	10:30	6:30
	11:00	7:00
	11:30	7:30
	NOON	8:00
	12:30	8:30
	1:00	9:00
	1:30	9:30

WEDNESDAY

	6:00	2:00
	6:30	2:30
	7:00	3:00
	7:30	3:30
	8:00	4:00
	8:30	4:30
	9:00	5:00
	9:30	5:30
	10:00	6:00
	10:30	6:30
	11:00	7:00
	11:30	7:30
	NOON	8:00
	12:30	8:30
	1:00	9:00
	1:30	9:30

THURSDAY

6:00	2:00
6:30	2:30
7:00	3:00
7:30	3:30
8:00	4:00
8:30	4:30
9:00	5:00
9:30	5:30
10:00	6:00
10:30	6:30
11:00	7:00
11:30	7:30
NOON	8:00
12:30	8:30
1:00	9:00
1:30	9:30

FRIDAY

6:00	2:00
6:30	2:30
7:00	3:00
7:30	3:30
8:00	4:00
8:30	4:30
9:00	5:00
9:30	5:30
10:00	6:00
10:30	6:30
11:00	7:00
11:30	7:30
NOON	8:00
12:30	8:30
1:00	9:00
1:30	9:30

SATURDAY

SUNDAY

[illegible]

NOTES & LISTS

[illegible]

WEEKLY REVIEW

- What were my three biggest wins this week?
- What am I most proud of?
- How would I rate my week on a scale of 1-10? What can I improve on?
- What are three things I'm grateful for this week?
- What annual goal did I come closer to achieving this week?