

Weekly Planning Worksheet

STEP 1: REVIEW

Before each weekly planning session, take a couple minutes to review the big picture. Refocus yourself on:

1. The vision you are trying to achieve. Is it still current for you?
2. The values that are driving you.
3. The monthly or quarterly goals you've written down.

STEP 2: WINS

What did you accomplish during the last week that got you closer to your vision? (What were your wins?)

1. _____
2. _____
3. _____

STEP 3: FOCUS

Next, list the top three to five things you want to accomplish this week that will get you closer to your monthly goals and to your overall vision.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____