

# weekly plan

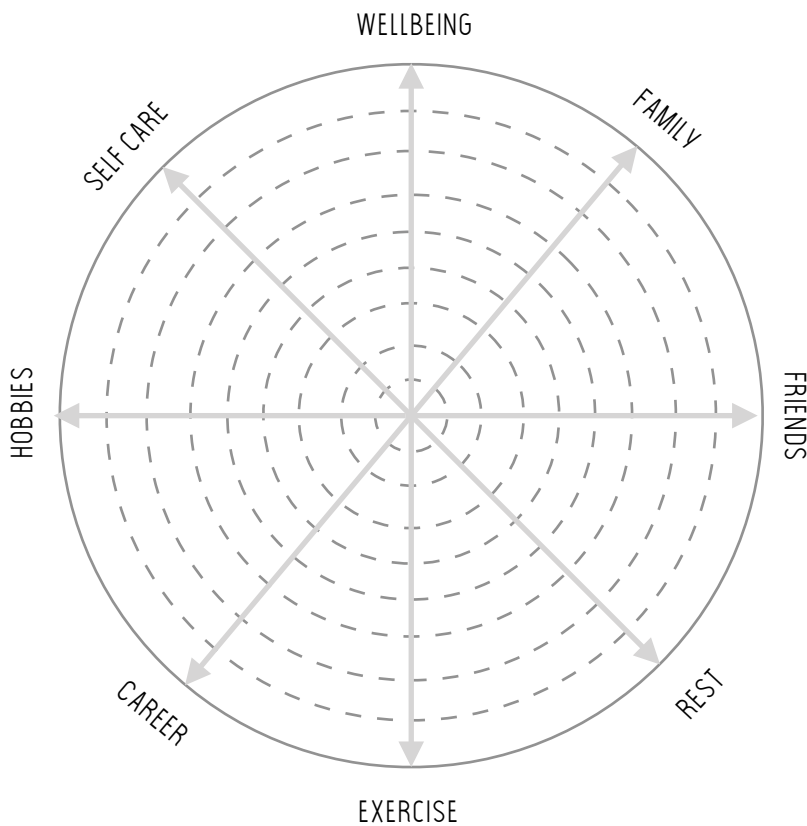


SCHEDULED	PRIORITY	DONE	THIS WEEKS TO-DO LIST		

date: \_\_\_\_\_

## ASK YOURSELF:

1. IS THIS NECESSARY? IS THIS JOB WORTHY OF MY TIME AND ENERGY? IS IT VALUABLE?
2. CAN I DELEGATE THIS TASK TO SOMEONE ELSE?
3. HOW CAN I MAKE THIS EASIER? WHAT ARE THE ACTION STEPS I CAN PUT IN PLACE TO BREAK THIS TO-DO DOWN TO BECOME MORE MANAGEABLE?



## Things to Schedule for Me!

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## Exercise:

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