

Personal Weekly Planning Sheet

Projects to work on this week (Blocked time on the calendar)				Biz	Family	Personal
1						
2						
3						
4						
5						

√ = Done, O = Moved To Digital Task List or Calendar, X = Deleted, M = Moved To The Following Week

People to reach out to this week		When	Phone	Email	In Person	Other
1						
2						
3						
4						
5						
6						
7						
8						
9						
10	Pay it forward / show appreciation --					

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Tasks or calendar items for the week				When	Biz	Family	Personal
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

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What concept do I plan to learn or re-learn this week? Possible mentor or coach discussion.