



My THEME for this week beginning _____ is: _____

My Top 3 Priorities This Week

- 1) _____
- 2) _____
- 3) _____

My Bigger / Long Term Goals

I will take these three actions towards my bigger/long term goals:

- 1) _____
- 2) _____
- 3) _____

Smash Those Obstacles: Pick one tough situation, decision or task you have been avoiding or procrastinating, and write one action you will take to resolve it:

Getting Stuff DONE!

What will you FINISH this week?

What I MUST remember this week:
(tools, training, client preferences, etc)

My Distractions or Interruptions to watch out for this week!

Self-Care – What one action will I take this week to take care of myself this week? (pack a lunch, take stretch breaks, drink water, etc)

Helpful to Others – What one action will I take to help someone else this week?

Productivity Accelerators

What action will I take this week to accelerate my productivity? Eg. Delegate, have a super-focused day, teach team new skills, etc.



Progress this week? What specifically did I achieve? What were my successes? Where did I make progress?

1. _____
2. _____
3. _____

What am I proud of this week? What do I need to give myself a pat on the back for?

1. _____
2. _____
3. _____

What have I learned this week? Where were you too hard on yourself, what could you have done differently, what other key insights or revelations did you have this week?

1. _____
2. _____
3. _____

Appreciation – What am I grateful for this week?

1. _____
2. _____
3. _____

The people I will make a point of thanking this week are: (shout outs!)

What one thing could I do differently next week?
