



WEEKLY PLAN FOR SUCCESS

DATE:

TOP 3 PRIORITIES THIS WEEK:

If nothing else, I will be happy just doing these:

1 _____

2 _____

3 _____

THE BIGGER PICTURE:

I will take these actions towards my bigger goals

1 _____

2 _____

3 _____

THINGS TO REMEMBER:

List appointments, meetings etc

CLEAR UP:

I will finish these tasks:

OBSTACLES:

Pick something that you have been avoiding and write one action you will take to resolve it:

DISTRACTIONS & INTERRUPTIONS:

What to watch out for this week:

FOR PRODUCTIVITY:

Actions to boost productivity:

SELF CARE:

I will take this action just for me:

NOTES:



REVIEW OF THE WEEK



Once the week is over, answer the following questions to review what worked and what didn't in relation to your goals and priorities, and to help plan the following week.

WEEK ENDING:

PROGRESS - What specifically have you achieved or progressed with?

This week, I have progressed/achieved:

- 1.
- 2.
- 3.

SELF-GRATITUDE - What would you give yourself a pat on the back for?

This week, I am proud of myself for:

- 1.
- 2.
- 3.

LEARNING - What key insights have you had? What could you have done differently?

This week, I have learnt:

- 1.
- 2.
- 3.

APPRECIATION - What went better than expected? Did you have any surprises?

This week, I am grateful:

- 1.
- 2.
- 3.

ACTION - What is one thing that I could do differently next week?

