

# Printable Weekly Work Planner

## WEEKLY WORK PLANNER

WEEK OF:

MONDAY:

TOP PRIORITIES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TUESDAY:

DEADLINES

DUE ON

DEADLINES	DUE ON
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

WEDNESDAY:

THURSDAY:

TO DO

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FRIDAY:

Instant Download  
Available in A5, A4 and US Letter

## WEEKLY WORK PLANNER

WEEK OF: 1-7 June 2018

MONDAY:

10 am breakfast meeting with new client  
E-mail Mr. Jones re proposal

TOP PRIORITIES

Finish powerpoint presentation  
Send invoice for project B  
Discuss new fees

TUESDAY:

Prepare for presentation  
4 pm presentation new product

DEADLINES

DUE ON

<u>Application for grant</u>	<u>6/5</u>
<u>Invoice Project B</u>	<u>6/3</u>
<u>Submit documents re new product</u>	<u>6/5</u>
_____	_____
_____	_____
_____	_____
_____	_____

WEDNESDAY:

1:30 am Client Meeting

THURSDAY:

11 am prepare application papers for grant

TO DO

Book meeting room  
 Prepare meeting notes  
 Prepare presentation  
 E-mail Sarah re application  
 Call IT re new software  
 Set up business lunch  
 Discuss options Project B  
 \_\_\_\_\_  
 \_\_\_\_\_

FRIDAY:

8 pm office Party