DATE: _____

WEEKLY WORK PLAN

MONTHLY GOALS:

BIG WEEKLY PROJECTS:

SCHEDULED EVENTS:

DATE	TIME	EVENT

DEADLINES:

DATE	TIME	PROJECT

WHAT TO DO ON MONDAY:

Task	PRIORITY LEVEL	PLANNED TIME	REAL TIME

WHAT TO DO ON TUESDAY:

Task	PRIORITY LEVEL	PLANNED TIME	REAL TIME

WHAT TO DO ON WEDNESDAY:

Task	PRIORITY LEVEL	PLANNED TIME	REAL TIME

WHAT TO DO ON THURSDAY:

Task	PRIORITY LEVEL	PLANNED TIME	REAL TIME

WHAT TO DO ON FRIDAY:

Task	PRIORITY LEVEL	PLANNED TIME	REAL TIME

WHAT TO DO ON SATURDAY/SUNDAY:

Task	PRIORITY LEVEL	PLANNED TIME	REAL TIME