

# WEEKLY PLAN

Planning weekly what will happen is a great step to making sure it will happen. Here is your opportunity to make a plan that will cause Friday to be a day of celebration and help look forward to next Monday. Activities are those things that must be done to achieve an objective.

Date: \_\_\_\_\_

Objective(s) for the week: \_\_\_\_\_

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Done	Priority	Activities	Time Needed	Day
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Make it easy and print out copies of this for several weeks, slip it in your planner or keep it posted by your desk. This can also be useful for a specific project like an upcoming workshop you are doing, a personal event like a wedding or getting your home ready for the holidays. Write it down and Make it So.