

Weekly goals and “to-do” list

Week

Re-write your top goal and why it is important to you.

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Top Three Goals Next Three Tasks To Be Completed

Goal #1	Task #1	Task #2	Task #3
Goal #2	Task #1	Task #2	Task #3
Goal #3	Task #1	Task #2	Task #3

Is this task moving you towards your goals? Mark when completed

Priority	To Be Done This Week		Mark when completed
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

