

Week of \_\_\_\_\_

30 minutes, Friday or Sunday  
Fixed · Priorities · Days · Room

1 Already fixed appointments, deadlines, trips

2 This week's priorities one to three, each on a day

1

M

T

W

T

F

S

S

2

M

T

W

T

F

S

S

3

M

T

W

T

F

S

S

No more than \_\_\_\_\_ tasks a day    Lightest day \_\_\_\_\_

3 The days a priority first, then the rest

MONDAY

FIRST

TUESDAY

FIRST

WEDNESDAY

FIRST

THURSDAY

FIRST

FRIDAY

FIRST

SATURDAY

FIRST

SUNDAY

FIRST

NOT THIS WEEK

4 When the week pushes back

If \_\_\_\_\_

then \_\_\_\_\_