



# The Weekly Plan

It will be a successful week if I...

Date:

Top 3 Priorities This Week	Day I will do it
1.	
2.	
3.	

Themes for each day	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

## Calendar Clean Up

- Accept or decline all invites (use notes!)

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- Block time to work on top 3 priorities, projects, & email

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- Block travel time, DNS time, prep time & personal events

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- Scan for possible energy inefficiencies & deadlines

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- Shorten, group, & cancel meetings where possible

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- Send out agendas of request them

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- Decline any meeting where you're not adding or getting value

## Other things to do (after top 3 priorities)

- 1.

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- 2.

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- 3.

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- 4.

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- 5.

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- 6.

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- 7.

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- 8.

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- 9.

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- 10.

## Habit Tracker

- Meditated ○ ○ ○ ○ ○
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- Stepped away from desk ○ ○ ○ ○ ○
- 
- Closed Gmail once ○ ○ ○ ○ ○
- 
- ○ ○ ○ ○

## Looking Ahead

Anything the week after this week I need to be preparing for?