



Page 1 - Your Week Ahead

My **THEME** for this week beginning _____ is: _____

My Top 3 Priorities this week

If I did nothing else other than these this week I would be happy!

1. _____
2. _____
3. _____

My Annual/Quarterly Goals

I will take these actions towards my annual/quarterly goals!

1. _____
2. _____
3. _____

Smash those Obstacles

What's getting in the way? Pick one tough situation or decision you have been avoiding or procrastinating, and write one action you will take to resolve it:

Clearing the Decks!

What will you FINISH this week?

What I MUST remember this week:

Any birthdays, anniversaries, events, things I must remember to bring etc.

My Distractions or Interruptions

to watch out for this week!

Looking after You!

What one action will you take this week just for you?

Long-term Goal or Intention

One action I will take this week towards a long-term goal, intention or vision:

Productivity Accelerators

What action will I take this week to accelerate my productivity? Eg. delegate, say "no", have a super-focused day, try something new etc.

I have reviewed and balanced my calendar/organizer for the week.

I have reviewed my diary, I know what I need to say "yes" and "no" to. I have time-boxed and allowed plenty of time around appointments including travel time. I have time just for me, for my health and time for people important to me. My admin tasks are covered and I feel in control.



Page 2 - Your Week in Review _____

As you review your week, make sure you complete the questions below in full. You can add more items you're proud of etc. but not less than the required amount. It's important that if you can't find answers to all the questions that you lower your standards until you CAN!

Progress this week?

What specifically have I achieved, progressed - what are my successes and wins?

1. _____
2. _____
3. _____

What am I proud of this week?

What do I need to give myself a pat on the back for?

1. _____
2. _____
3. _____

What have I learned this week?

Where were you too hard on yourself, what could you have done differently, what other key insights or realisations have you had this week?

1. _____
2. _____
3. _____

Appreciation

What am I grateful for this week?

1. _____
2. _____
3. _____

The people I will make a point of thanking this week are:



What one thing could I do differently next week? Look at everything you've reviewed above and think of one thing you could do differently next week. It may simply be how you decide to BE or choose to see the world. It could also be an action you take, a thought or quote you focus on or something else – but it will be unique to you. Just write it here and see what happens:
