

Week Ending: _____


*Weekly Planning
in Context*

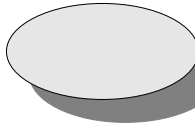


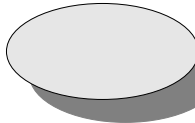
 Daily Most Important Tasks

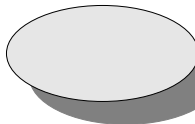
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

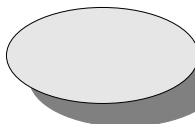
Roles Actions


	

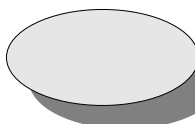
	


	


	

 Hard Landscape:
Time-Sensitive Commitments

8	8	8	8	8	8	8
9	9	9	9	9	9	9
10	10	10	10	10	10	10
11	11	11	11	11	11	11
12	12	12	12	12	12	12
1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5
6	6	6	6	6	6	6
7	7	7	7	7	7	7

 Actions to delegate:

Time Analysis: Quadrant vs. Time

Quadrant 1 ___ hours ___ %

Quadrant 2 ___ hours ___ %

Quadrant 3 ___ hours ___ %

Quadrant 4 ___ hours ___ %