

"The key is not to prioritize what's on your schedule, but to schedule your priorities."

-Dr. Stephen R. Covey

WEEKLY SUCCESS PLANNER

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 BIGGER/QUARTERLY GOALS

I will take these actions towards my quarterly, bigger goals!

1. _____
2. _____
3. _____

SMASH THOSE OBSTACLES What is 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 MUST I REMEMBER THIS WEEK?

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

MY DISTRACTIONS OR INTERRUPTIONS

Watch out for this week for:

LOOKING AFTER YOU!

What is one action you will take just for you?

LONG-TERM GOAL OR INTENTION!

One action you 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", gave a super-focused day, try something new etc.

I blocked out time on my calendar this week for my priorities!

HOW DID I DO THIS WEEK?



NOT URGENT

URGENT

IMPORTANT

Q1 NECESSITY

Crises
Emergency meetings
Last-minute deadlines
Pressing problems
Unforeseen events

Q2 EFFECTIVENESS

Proactive work
Important goals
Creative thinking
Planning and prevention
Relationship building
Learning and renewal
Recreation

NOT IMPORTANT

Q3 DISTRACTION

Needless interruptions
Unnecessary reports
Irrelevant meetings
Other people's minor issues
Unimportant email,
tasks, phone calls, status
posts, etc.

Q4 WASTE

Trivial work
Avoidance activities
Excessive relaxation,
television, gaming,
Internet
Time-wasters
Gossip

ASK YOURSELF...
WHEN YOU'RE ON HIGH ALERT IN QUADRANT 3,
WHOSE HANDLING YOUR BUSINESS?