



## WEEKLY WORK PLAN

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

### Major Objectives for Week

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Projects Required to Accomplish Objectives

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Activities Required to Accomplish Projects

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

#### TIPS FOR EFFECTIVE PLANNING

1. To successfully plan your time, answer four questions:
  - What objectives do I want to accomplish?
  - What must I do to accomplish these objectives?
  - In what sequence should I complete them?
  - How long will each of these activities take?
2. Focus on results...not activities.
3. Make sure your daily activities list contains priorities and time estimates for their completion.
4. Plan your daily activities the day before. Your day will begin on a high note.



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