

# MY week.

Make the most of your week by taking 15 minutes to jot down what you need to focus on to generate momentum this week.



MY INTENTION FOR THE WEEK: \_\_\_\_\_

MY WEEK: from \_\_\_\_\_ to \_\_\_\_\_ year \_\_\_\_\_

## MY NON-NEGOTIABLES

List your most critical TO DOs or TASKS for the week.  
No more than 1 NON-NEGOTIABLE per day.

- Mon. \_\_\_\_\_
- Tue. \_\_\_\_\_
- Wed. \_\_\_\_\_
- Thur. \_\_\_\_\_
- Fri. \_\_\_\_\_
- Sat. \_\_\_\_\_
- Sun. \_\_\_\_\_

## MY ACCOUNTABILITIES

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## CLEANUPS + COMPLETIONS

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## MY OTHER TO DOS FOR THE WEEK

### "MUST DO" TO DOs

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### "WOULD BE NICE" TO DOs

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### MY "STOP-DOING" LIST

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

