

INSIDE THE HUDDLE

It's time to get organized. Use this planner to set the priorities for each week and plan out what you are going to do each day. By putting this in place and acting upon what you write on these pages, you will become more productive and reduce the amount of stress you have each day.

MY WEEKLY FOCUS:

WEEK OF:

- _____
- _____
- _____

ITEMS I MUST COMPLETE THIS WEEK

- _____
- _____
- _____
- _____
- _____
- _____
- _____

THINGS I SHOULDN'T FORGET THIS WEEK

- _____
- _____
- _____
- _____
- _____
- _____

ITEMS I WOULD LIKE TO COMPLETE

- _____
- _____
- _____
- _____
- _____
- _____
- _____

CALLS, EMAILS, TEXTS THIS WEEK

- _____   
- _____   
- _____   
- _____   
- _____   
- _____   
- _____   

THINGS I'M WAITING ON FROM OTHERS

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

ERRANDS TO RUN THIS WEEK

- _____
- _____
- _____

STUFF TO WORRY ABOUT ANOTHER WEEK

- _____
- _____
- _____
- _____

