## 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:
1	
2	
3	
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
THINGS I'M WAITING ON FROM OTHERS	ERRAINDS TO RUIN THIS WEEK
	CTUEF TO MODRY ABOUT ANOTHER WEEK
	STUFF TO WORRY ABOUT ANOTHER WEEK

## INSIDE THE HUDDLE

List the times that you will block out for critical activities each day. WHAT I WILL TELL MYSELF EACH **SUNDAY MORNING TO GET ME ENERGIZED MONDAY** WHAT I REALLY APPRECIATED THIS WEEK **TUESDAY** THINGS I REALIZED OR LEARNED WEDNESDAY **THURSDAY FRIDAY HOW I COULD HAVE MADE THIS WEEK EVEN BETTER SATURDAY**