

Week Ending \_\_\_\_\_

# Weekly Goal Sheet

- 1) \_\_\_\_\_  
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- 2) \_\_\_\_\_  
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- 3) \_\_\_\_\_  
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- 4) \_\_\_\_\_  
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- 5) \_\_\_\_\_  
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- 6) \_\_\_\_\_  
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- 7) \_\_\_\_\_  
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- 8) \_\_\_\_\_  
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- 9) \_\_\_\_\_  
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- 10) \_\_\_\_\_  
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- 11) \_\_\_\_\_  
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Mon					
Tues					
Wed					
Thurs					
Fri					
Sat					
Sun					Write Out Goals For Next Week!

Have you ever sat at home on a Sunday night, thinking about your week coming up? You think of all the things you need to do this week, go to the cleaners, finish that report, take back those DVD's, cut the grass and trim the hedges, get your oil changed and then still go to work at some time!

It can seem a little overwhelming, unless you break it all down into something more manageable. I've created a weekly planner that I use; it lets you plan out your week and figure out when you're going to do what.

On the left-hand side you'll see there are some lines numbered 1 through 11. Use this space to write down what you want to get done this week. Don't put it in any particular order right now, just get it down on paper.

Now figure out which of these things take top priority. Which ones NEED to be done this week. Those are going to be your "must do's" for the week.

Now look at your week ahead on the planner and figure out where your most important goals fit into it. Obviously your "must do's" get priority and should be put in the beginning of the week if possible.

The rest you use to fill out your week, spreading them across the 7 days.

This way you are not going to be overwhelmed with this big list of things you have to get done this week. You can look at each day and see what needs to get done.

You've now broken it down into a more manageable and doable plan that you will get done!