

YOUR WEEKLY PLANNER

DATE: _____

Optimise your week with the 'Weekly Planner.' Prioritise your tasks, map out your projects and drive your outcomes. This template will help you to stay focused and efficient in your pursuits.

WHAT PROJECTS ARE YOU WORKING ON?

PROJECT	WHAT ACTION IS NEEDED THIS WEEK?
①	
②	
③	
④	
⑤	

SHORT TERM - CLIENTS, PROSPECTS AND TEAM TO WORK ON THIS WEEK

NAME	ACTION NEEDED?	BEST RESULT?	✓

LONG TERM - CLIENTS, PROSPECTS AND TEAM TO WORK ON THIS WEEK

NAME	ACTION NEEDED?	BEST RESULT?	✓

YOUR WEEKLY PLANNER

DATE: _____

Optimise your week with the 'Weekly Planner.' Prioritise your tasks, map out your projects and drive your outcomes. This template will help you to stay focused and efficient in your pursuits.

MAP YOUR WEEK AND NOTE THE OUTCOMES

DAY	THE AIM	THE OUTCOME
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		