

1ST WEEK

WEEK STARTING / /

This week I will focus on:

- 1 Call contact list Which MIT does this affect? Work
- 2 Finalise draft strategy Which MIT does this affect? Work
- 3 Managing Stress Which MIT does this affect? Self

Big ticket items for the week. This is where you need to focus your time

My key behaviours:

AIM	M	T	W	Th	F	S	Su	TOTAL
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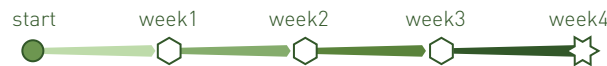
- 1 Call prospects. 5 4
- 2 Staff One-on-ones. 3 2

A reminder of your key behaviours for the week.

- 1 Kids Homework/Read. 4 4
- 2 Connect with Friends. 2 2

Monitor commitments and build habits. Your total should match your aim.

- 1 Yoga. 3 4
- 2 30min minimum run. 3 3



WEEK 1

I will do these things if I have time

- 1 Start to build new sales list
- 2 Start work on tree house
- 3

Your back-up items just in case you are more productive than you thought

Project Milestones - End of week:

- 1 Draft strategy finalised
- 2

Weekly milestones should align with monthly milestones

Notes & Reflections

Get a lot done this week as it's school holidays next week.
 Balance this with health!!

+	+	+	+	+	+	+	+	+
+	+	+	+	+	+	+	+	+
+	+	+	+	+	+	+	+	+
+	+	+	+	+	+	+	+	+

FOCUS

WORK

HOME & RELATIONSHIPS

SELF