weekly to do's date: _____

Weekly Focus

Top Three Things
1 _____
2 _____
3 _____

I must complete
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____

Don't Forget!!!

I really should
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____

calls, emails, texts,
_____ ☎ ☒ 🏠
_____ ☎ ☒ 🏠
_____ ☎ ☒ 🏠
_____ ☎ ☒ 🏠
_____ ☎ ☒ 🏠
_____ ☎ ☒ 🏠
_____ ☎ ☒ 🏠

errands to run
_____
_____
_____

if I have time
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____

Worries for Another Week