

# WEEKLY TO-DOS

date: \_\_\_\_\_

**FOCUS FOR THE WEEK**

———— **Important and Urgent Tasks** ————

---

---

---

---

---

---

---

---

---

---

———— **Other Tasks** ————

---

---

---

---

---

---

---

---

---

---

———— **Fun Stuff** ————

---

---

---

---

---

---

---

---

---



















---

## My Weekly Top Three

**1** \_\_\_\_\_  
**2** \_\_\_\_\_  
**3** \_\_\_\_\_

**DO NOT FORGET**

———— **Calls, Emails, Texts** ————

_____			
_____			
_____			
_____			
_____			
_____			

———— **Errands to Run** ————

---

---

---

---

---

---

---

---

---

---

**WORRIES FOR ANOTHER WEEK**

# WEEKLY TO-DOS

date: \_\_\_\_\_

**FOCUS FOR THE WEEK**

———— **Important and Urgent Tasks** ————

---

---

---

---

---

---

---

---

---

---

———— **Other Tasks** ————

---

---

---

---

---

---

---

---

---

---

———— **Fun Stuff** ————

---

---

---

---

---

---

---

---

---

---

## My Weekly Top Three




**1** \_\_\_\_\_




**2** \_\_\_\_\_




**3** \_\_\_\_\_




**DO NOT FORGET**




———— **Calls, Emails, Texts** ————




\_\_\_\_\_   

\_\_\_\_\_   

\_\_\_\_\_   

\_\_\_\_\_   

\_\_\_\_\_   

\_\_\_\_\_   

———— **Errands to Run** ————

---

---

---

---

---

---

---

---

---

---

**WORRIES FOR ANOTHER WEEK**