WEEKLY TO-DOS

date: _____

FOCUS FOR THE WEEK

My Weekly Top Three

1 _____
2 _____
3 _____

DO NOT FORGET

Important and Urgent Tasks

Calls, Emails, Texts

Other Tasks

Errands to Run

Fun Stuff

WORRIES FOR ANOTHER WEEK

© Scattered Squirrel - for personal use only

WEEKLY TO-DOS

date: _____

FOCUS FOR THE WEEK

My Weekly Top Three

1 _____
2 _____
3 _____

DO NOT FORGET

Important and Urgent Tasks

Calls, Emails, Texts

Other Tasks

Errands to Run

Fun Stuff

WORRIES FOR ANOTHER WEEK

© Scattered Squirrel - for personal use only

WEEKLY TO-DOS

date: _____

FOCUS FOR THE WEEK

My Weekly Top Three

1 _____
2 _____
3 _____

DO NOT FORGET

Important and Urgent Tasks

Calls, Emails, Texts

Other Tasks

Errands to Run

Fun Stuff

WORRIES FOR ANOTHER WEEK

© Scattered Squirrel - for personal use only

WEEKLY TO-DOS

date: _____

FOCUS FOR THE WEEK

My Weekly Top Three

1 _____
2 _____
3 _____

DO NOT FORGET

Important and Urgent Tasks

Calls, Emails, Texts

Other Tasks

Errands to Run

Fun Stuff

WORRIES FOR ANOTHER WEEK

© Scattered Squirrel - for personal use only