

date: _____

WEEKLY TO-DOS

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

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