

# WEEKLY TO-DOS

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

**FOCUS FOR THE WEEK**

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

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———— **Other Tasks** ————

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———— **Fun Stuff** ————

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## My Weekly Top Three

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

**DO NOT FORGET**

———— **Calls, Emails, Texts** ————

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———— **Errands to Run** ————

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**WORRIES FOR ANOTHER WEEK**

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———— **Other Tasks** ————

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———— **Fun Stuff** ————

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**2** \_\_\_\_\_  
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———— **Calls, Emails, Texts** ————

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———— **Errands to Run** ————

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**WORRIES FOR ANOTHER WEEK**