

DATES: \_\_\_\_\_

## WEEKLY TO-DOS

### FOCUS FOR THE WEEK

### MY WEEKLY TOP THREE

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

### IMPORTANT AND URGENT TASKS

### DO NOT FORGET

### CALLS, EMAILS, TEXTS



### OTHER TASKS

### ERRANDS TO RUN

### FUN STUFF

### WORRIES FOR ANOTHER WEEK

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