

**Inbox** (for the week *after* current week)

Week of: \_\_\_\_\_

*When you plan one week, **start the inbox for the next**. Note any tasks or commitments that come to mind during the current week. When you are ready to plan the new week, check this inbox along with your calendar and regular task lists.*

### **Planning Notes**

Week of: \_\_\_\_\_

*What do you need to plan around? Important deadlines, travel? Are there days when you can focus, and other days when you are going from meeting to meeting to meeting? What are you doing for fun this week? Write notes down here about what you want to keep in mind when you make your schedule for the week.*

## Datebook

Week of: \_\_\_\_\_

<i>Monday</i>  Date:	
<i>Tuesday</i>  Date:	
<i>Wednesday</i>  Date:	
<i>Thursday</i>  Date:	
<i>Friday</i>  Date:	
<i>Saturday</i>  Date:	
<i>Sunday</i>  Date:	
<i>Looking Ahead to Next Week</i>	

- Monday—Sunday boxes: appointments, meetings, and hard deadlines only
- Weekly routines might go here; or if there are several, make a separate weekly routine checklist.
- “Looking Ahead” box: what would be helpful to know about next week? Any important meetings or deadlines coming up next week? Travel? Visitors? Note it here.

## Tasks

Week of: \_\_\_\_\_

*List your to-dos for the week here. Tasks that have hard deadlines (e.g. a tax deadline) can go into the Datebook section.*

Weekly Routines Checklist

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Notes	