MAKE A PLAN

What went well last week?   **What made it happen?**

What are your 3 MUST DO's for this week? List them out then mark as priority A, B or C.   **Priority**

1

2

3

NOW CUT C!
Cross it out so you can free up energy
and focus for your top two tasks.

What makes your top two tasks so important? *What is the win? What end-result will it lead to?*
Next to each desirable outcome, note the consequence of not getting it done.

OUTCOME   CONSEQUENCE

OUTCOME   CONSEQUENCE

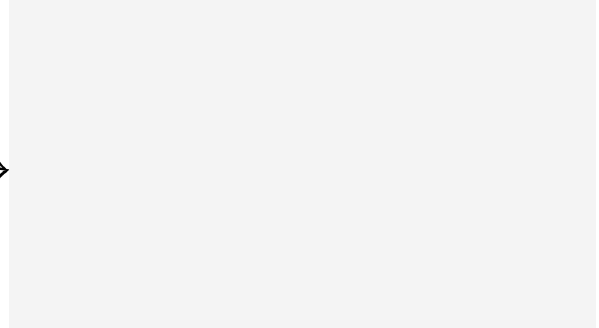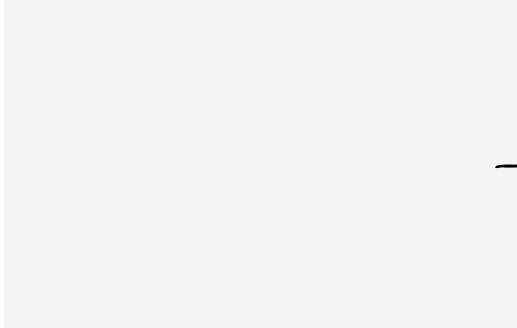**Now let's turn your imagined tasks into FINISHABLE jobs.**

For each priority **get clear on what the finished product looks like**. Then list out any prep steps (like tech setup, research, or comms) that need to happen to get to DONE.
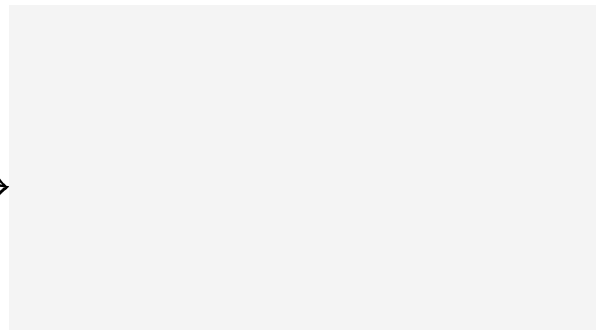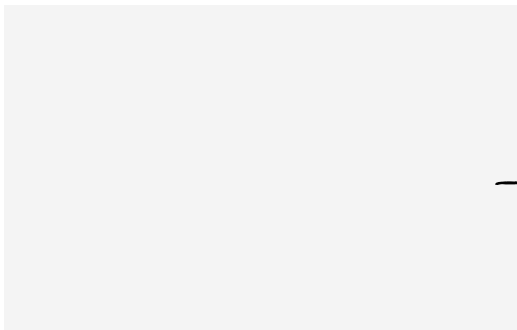
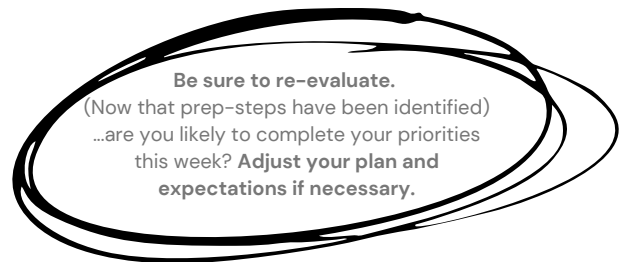**What Does Done Look Like?**   LIST OUT THE STEPS TO "DONE"

A

B

Mark down next to each prep-step when you will do it this week.
Do the same for the core tasks. When will you finish task A and B?

Be sure to re–evaluate.
(Now that prep–steps have been identified)
...are you likely to complete your priorities
this week? **Adjust your plan and
expectations if necessary.**

What are your concerns?

Now that you've made your priorities explicit and your tasks concrete –– note down any concerns you feel and what you can do to guarantee you'll **follow-through**.