

Weekly Success Plan

My Week Ahead

My THEME for this week beginning _____ Date _____ is: _____

The Top 3 Priorities for this week: (If nothing else got accomplished other than these I would be happy)
1.
2.
3.

My Annual/Quarterly Goals I will take action towards this week:
1.
2.
3.

Obstacles: What's getting in the way? What one situation or decision have I been avoiding or procrastinating? What action will I take to resolve it?

I am committed to finishing this week:

What I MUST remember this week:
Birthdays, anniversaries, events, things I must remember to bring etc.

Distractions or Interruptions to watch out for this week!

Self-care: What one action will I take this week just for me?

Long-term Goal or Intention: One action I will take this week towards a long-term goal, intention, or vision:

Productivity Accelerators: What will I do to accelerator my productivity? (delegate, say no, try something new)

I have reviewed and balanced my planner/organizer for the week.
I have reviewed my planner, I know what I need to say "yes" and "no" to. I have time-boxed and allowed plenty of time around appointments including travel time. I have time just for me, for my health and time for people important to me. My admin tasks are covered and I feel in control.

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My Week in Review: ^{date} _____

As you review your week, make sure you complete the questions below in full. You can add more items you're proud of etc. but not less than the required amount. It's important that if you can't find answers to all the questions that you lower your standards until you CAN!

Achievements: What specifically have I achieved? (successes and wins)

1. _____
2. _____
3. _____

What am I proud of this week? (What do I need to give myself a pat on the back for?)

1. _____
2. _____
3. _____

What have I learned this week? (Where was I too hard on myself, what could I have done differently, other key insights)

1. _____
2. _____
3. _____

Appreciation: (What am I grateful for this week?)

1. _____
2. _____
3. _____

Who are the people I will thank this week?

What could I do differently next week? Thinking about this week's review, what one thing could I do differently next week? It may simply be how you decide to BE or choose to see the world. It could also be an action you take, a thought or quote you focus on or something else – but it will be unique to you. Write it here and see what happens:
