

Weekly Plan

☐Review last week

☐Review quarter goals

☐Look at calendar

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	PROJECT	MAX	DAILY
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Notes

____/____/____

Quarter ____ Week ____

☐ Look at calendar ☐ Copy email to action items ☐ Copy forum and PRs to action items

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Primary Task

Workday: _____ to _____

Secondary Tasks

Eating: _____

Wasted: _____

☐ _____

Productive: _____

☐ _____

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Action Items

Time Log

☐ _____ - _____

☐ _____ - _____

☐ _____ - _____

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☐ _____ - _____

☐ _____ - _____

.....

☐ Checkpoint ongoing work

How do I rate my productivity today? ____ / 5

☐ Clear inbox

How could I be more productive tomorrow?

☐ Look at tomorrow's calendar

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____/____/____

Quarter ____ Week ____

☐ Look at calendar ☐ Copy email to action items ☐ Copy forum and PRs to action items

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Primary Task

Workday: _____ to _____

Secondary Tasks

Eating: _____

Wasted: _____

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Productive: _____

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Action Items

Time Log

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Primary Task

Workday: _____ to _____

Secondary Tasks

Eating: _____

Wasted: _____

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Productive: _____

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Action Items

Time Log

☐ _____ - _____

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Quarter ____ Week ____

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Primary Task

Workday: _____ to _____

Secondary Tasks

Eating: _____

Wasted: _____

☐ _____

Productive: _____

☐ _____

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Action Items

Time Log

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Quarter ____ Week ____

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Primary Task

Workday: _____ to _____

Secondary Tasks

Eating: _____

Wasted: _____

☐ _____

Productive: _____

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Action Items

Time Log

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☐ Checkpoint ongoing work

How do I rate my productivity today? ____ / 5

☐ Clear inbox

How could I be more productive tomorrow?

☐ Look at tomorrow's calendar

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Weekly Review

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☐Review weekly plan

Hours: _____

☐Review unfinished action items

Wasted: _____

☐Review productivity improvements

Productive: _____

Effectiveness: _____

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Project	M	T	W	R	F	Actual		Expected		Adjustment
_____	___	___	___	___	___	_____	/	_____	=	_____
_____	___	___	___	___	___	_____	/	_____	=	_____
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_____	___	___	___	___	___	_____	/	_____	=	_____
_____	___	___	___	___	___	_____	/	_____	=	_____

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What went well?

What wasn't finished?

What have you learned?

What actions will you take to ensure next week is productive?
