

My Weekly to do List

Use this worksheet to track your weekly to do tasks. In column one, write down tasks that you would like to accomplish. In the second column, decided on a specific timeframe for each assigned task. The third column will represent your impact rating, or on a scale of 1 to 10 how important each task is to you. One will have a low impact, while ten will have the highest impact. The fourth column will be for you to check off those tasks that are the most realistic for you to accomplish. This will help you see and prioritize your week. You will be able to clearing see the difference between a want and a need in this column. The delegate column will provide you the chance to look at chances for you to allow others in your life to help you, leaving you with more time to rest, enjoy family, and fun activities. The last column can be checked off once you have completed each task. Using this worksheet will help keep you organized, enable you to conserve your energy and help you see ways to manage your life better. You even have a notes column and a reminders column to keep you on track!

Task	Due Date	Impact Rating	Realistic Goal	Delegate	Completed	Notes	Reminders