

# Weekly Planner

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1. Write a list of all your pending tasks.

2. Assign a priority for those tasks.

To-Do	URGENT	NOT URGENT
	<b>Do</b>	<b>Schedule</b>
	<b>Delegate</b>	<b>Delete</b>

3. Schedule 3 tasks (max.) for each day. These will be your 3 goals for the day.

<b>Mon</b>	<b>Tue</b>	<b>Wed</b>
<b>Thurs</b>	<b>Fri</b>	<b>Sat/Sun</b>