

Weekly Planner — Inner Success Circle

Complete this form for yourself every Friday or over the weekend so you are ready to tackle the new week.

For Week Of: _____

What is your optimistic number for this month? _____

What are (up to) 3 projects or tasks that you WILL DO this week?

1. _____

➤ How much time will this project/task take? (Estimated) _____

2. _____

➤ How much time will this project/task take? (Estimated) _____

3. _____

➤ How much time will this project/task take? (Estimated) _____

What are the 3 marketing activities that you will commit to doing this week?

1. _____

2. _____

3. _____

What are the 3 High Value Activities (HVA's) that you will commit to doing each working day this week that will bring you closer to reaching your Optimistic Number? I suggest: Personal Email, Handwritten Note, Phone Call.

1. _____

2. _____

3. _____