



**What happened last week?**

*List the important work you completed and any significant events.*

**What could have gone better?**

*Answer this question if you did not complete important work last week.*

**What must be done this week to make it a success?**

*Focus on 3-5 important tasks that will take more than a day to complete and require some coordination.*

**List the milestone steps to be completed for each priority.**

*Break each big priority up into smaller pieces.*

**What systems will help you accomplish your goals this week?**

**What challenges do you expect to face this week that could derail your plan?**

*List the things you control as well as the things you don't control.*

**How will you overcome these challenges if they occur?**

*Make a plan now so that you don't have to figure it out in the moment.*