

Weekly Intention:

Idea Bunnies

recorded

Goals (specific, measurable, time specific):	Action Steps	
1)		<input type="checkbox"/>
2)		<input type="checkbox"/>
3)		<input type="checkbox"/>
Refer to "tasks" (Outlook, ACT, or other) when considering:		
▶What could I spend 1 hour on today that would make the biggest difference?		<input type="checkbox"/>
▶What are the 2 most valuable outcomes on my list today?		<input type="checkbox"/>
▶What must I accomplish today?		<input type="checkbox"/>
▶Who do I need to follow-up with today?		<input type="checkbox"/>
▶How can I leverage my team today?		<input type="checkbox"/>

Daily Goals:

Actions (note below by number which goal each activity supports):

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday