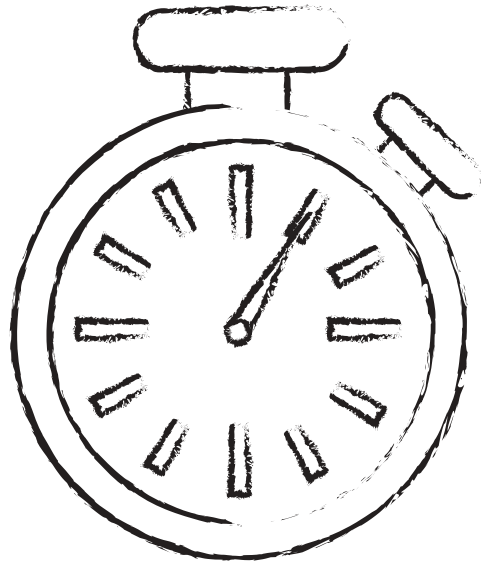




TIME MANAGEMENT

Yearly + Quarterly
Goal Planner &
Weekly Planner



My Goals & Priorities



Long term Goals

List maximum 5 goals you wish to achieve in the next 12+ months

Quarterly Goals

List what you need to achieve in the next 90 days (milestones) to reach your long term goals

Weekly Goals

List what you need to achieve this week to meet your quarterly goals. This list should fit on a post it and be your **TOP PRIORITIES** for the week

**PUT YOUR POST IT
WITH YOUR TOP
PRIORITIES OF THE
WEEK**

HERE

**THIS IS YOUR KEY
FOCUS AND WHAT
YOU STRIVE TO
ACHIEVE IN
PRIORITY**

My Top Priorities

List 3-5 priorities you wish to set boundaries for (e.g. time with your children, sports, reading, etc.)

My Weekly Planner



Monday

Tuesday

Wednesday

TOP PRIORITY

TOP PRIORITY

TOP PRIORITY

SECOND LEVEL PRIORITY

 _____ _____ _____

SECOND LEVEL PRIORITY

 _____ _____ _____

SECOND LEVEL PRIORITY

 _____ _____ _____

SMALL TASKS

 _____ _____ _____ _____ _____

SMALL TASKS

 _____ _____ _____ _____ _____

SMALL TASKS

 _____ _____ _____ _____ _____

My Weekly Planner



Thursday

Friday

Weekend

TOP PRIORITY

TOP PRIORITY

TOP PRIORITY

SECOND LEVEL PRIORITY

 _____ _____ _____

SECOND LEVEL PRIORITY

 _____ _____ _____

SECOND LEVEL PRIORITY

 _____ _____ _____

SMALL TASKS

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SMALL TASKS

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SMALL TASKS

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