

TIME MANAGED

Notes	Monday ____		Tuesday ____		Wednesday ____	
	Focus:		Focus:		Focus:	
	Top Six Tasks		Top Six Tasks		Top Six Tasks	
	1.		1.		1.	
	2.		2.		2.	
	3.		3.		3.	
	4.		4.		4.	
	5.		5.		5.	
	6.		6.		6.	
	6		6		6	
	7		7		7	
	8		8		8	
	9		9		9	
	10		10		10	
	11		11		11	
	12		12		12	
	1		1		1	
	2		2		2	
	3		3		3	
	4		4		4	
	5		5		5	
	6		6		6	
	7		7		7	
	8		8		8	
Incidental Tasks		Incidental Tasks		Incidental Tasks		

SAMPLE PAGES

Week of: _____

Thursday ____		Friday ____		Saturday ____		Sunday ____	
Focus:		Focus:		Focus:		Focus:	
Top Six Tasks		Top Six Tasks		Top Six Tasks		Top Six Tasks	
1.		1.		1.		1.	
2.		2.		2.		2.	
3.		3.		3.		3.	
4.		4.		4.		4.	
5.		5.		5.		5.	
6.		6.		6.		6.	
6		6		6		6	
7		7		7		7	
8		8		8		8	
9		9		9		9	
10		10		10		10	
11		11		11		11	
12		12		12		12	
1		1		1		1	
2		2		2		2	
3		3		3		3	
4		4		4		4	
5		5		5		5	
6		6		6		6	
7		7		7		7	
8		8		8		8	
Incidental Tasks		Incidental Tasks		Incidental Tasks		Incidental Tasks	

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Top Tips on Productivity from Sara Jane:

1. _____
2. _____
3. _____

Brainstorm 20 Things You Want to Accomplish

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

