Plan & Review Template

At the start of the week, set your 3 priorities. I like to split this into two categories – my daily work and personal development.

At the end of the week, review your 3 priorities.
Ask yourself:

- Did I achieve them?
- If not, what tasks got in the way? (Top Tip: You can use the activity tracker to write down everything you do in a day to gain an understanding of how you spend your time!)

Daily Work

- Priority 1
- Priority 2
- Priority 3

Personal Development

- Priority 1
- Priority 2
- Priority 3

PRIORITIES

DATE:

PRIORITY 1

PRIORITY 2

PRIORITY 3

TIME & ACTIVITY TRACKER

DATE:

7:00

8:00

9:00

10:00

11:00

12:00

13:00

14:00

15:00

16:00

17:00

18:00

TIME & ACTIVITY REFLECTION

DATE:

What activities did I spend more time on than I'd have liked to?

When did I feel I had the most energy? (Think about the activities and the time of day!)

When did I feel I had the least energy? (Think about the activities and the time of day!)

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