

FOCUS ON YOUR SUCCESS



CALENDAR

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Week 1

Monday

Review Your Calendar for the Day

Focus! Add the tasks you forgot to schedule today now.

Set up timers to stay focused.

Be mindful of your most productive times, and plan the rest of your week.

Record the time spent working on each task in your time diary. How can you streamline your time better?

Plan Your Day for Tomorrow

Top Priorities

Tuesday

Review Your Calendar for the Day

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Plan Your Day for Tomorrow

Top Priorities

Check-in with the Team for updates

Wednesday

Review Your Calendar for the Day

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Plan Your Day for Tomorrow

Top Priorities

Thursday

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Plan Your Day for Tomorrow

Top Priorities

Check-in with the Team for updates

Friday

Review Your Calendar for the Day

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Review the week: Identify time suckers and how they were dealt with.

Review the Week

Did you miss any tasks? Add them to the schedule for next week.

Week 2

Monday

Review Your Calendar for the Day

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Plan Your Day for Tomorrow

Top Priorities

Tuesday

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Plan Your Day for Tomorrow

Top Priorities

Check-in with the Team for updates

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Top Priorities

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Week 3

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Plan Your Day for Tomorrow

Top Priorities

Tuesday

Review Your Calendar for the Day

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Plan Your Day for Tomorrow

Top Priorities

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Wednesday

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Week 4

Monday

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Plan Your Day for Tomorrow

Top Priorities

Tuesday

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Top Priorities

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