

Weekly Action Planner

INSTRUCTIONS: Consider your priorities and goals & use these to determine your Weekly Actions. Then use this page to drive your Daily Action Planner overleaf. Don't overschedule yourself: first review your diary for pre-existing commitments. **SMART Actions** are Specific, Measurable, Actionable (by you), Realistic, Time-bound.

1) Key SMART Weekly Actions

Your Top 3-5 actions that move you towards your goals—in priority order. These actions should be completable this week. If not break them down into smaller chunks.

☐ 1.

☐ 2.

☐ 3.

☐ 4.

☐ 5.

2) Quick Wins

Small actions with big impact that take a few mins to an hour.

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3) Filler Tasks

Fill gaps with regular/necessary tasks of 30 minutes or less.

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Future Ideas

Capture your ideas here.

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4) Delegate/Get Help

What do you need or want help with? I will delegate/get help with:

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Future Actions

Note down here your top priorities (and actions you need to remember to work on) for next week.

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Other Notes

5) Personal Tasks

For you: Appointments, Pay bills, Self-care actions, Essential chores.

For others: Birthdays, Check-ins, Anniversaries, Socials, Gifts/Cards.

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Daily Action Planner

INSTRUCTIONS: Refer to your Weekly Action Planner on page 1, then use this page daily to plan out your day ahead. Refer back to this page throughout the day—and whenever you've completed an action.

- Don't overdo it! Review your diary first: What can you achieve given your pre-existing meetings/commitments?
- Working daily on one big project action and 1-3 smaller actions is ideal.

SMART Action reminder: Specific, Measurable, Actionable (by you), Realistic & Time-bound.

My Top 3 Actions This Week (in priority order):

1. _____ 2. _____ 3. _____

	Daily Work Priorities: Work FIRST on What Matters MOST		Other Tasks
Monday	Key SMART Action/s ☐	Quick WINS/FILLER Tasks ☐ ☐ ☐	Personal/Delegation Tasks ☐
Tuesday	Key SMART Action/s ☐	Quick WINS/FILLER Tasks ☐ ☐ ☐	Personal/Delegation Tasks ☐
Wednesday	Key SMART Action/s ☐	Quick WINS/FILLER Tasks ☐ ☐ ☐	Personal/Delegation Tasks ☐
Thursday	Key SMART Action/s ☐	Quick WINS/FILLER Tasks ☐ ☐ ☐	Personal/Delegation Tasks ☐
Friday	Key SMART Action/s ☐	Quick WINS/FILLER Tasks ☐ ☐ ☐	Personal/Delegation Tasks ☐

Notes _____