

My clear week

Week of: _____ One useful outcome: _____

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

WEEKEND

Five minutes to begin

01 Choose

Pick one outcome you would like to see by the end of the week. Make it specific enough to recognise.

02 Make room

Add fixed appointments, then choose a realistic slot for the next action. Leave room for interruptions.

03 Review

At the end of the week, note what helped and choose one adjustment. Print a new page to begin again.

NEXT WEEK I WILL

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