

WEEKLY GOALS & PRIORITIES

A good weekly plan isn't about getting everything done. It's about making intentional choices about what matters most.

Step 1: Look Ahead

Review your syllabi, calendar, and commitments for the week. What's coming up?

Step 2: Sort Your Priorities

What are your "Must Do" tasks? Things that need to be completed this week or have significant consequences if they are not completed.

What are your "Should Do" tasks? Important things that should be completed soon but have some flexibility.

What are your "Could Do" tasks? Things that would be helpful to complete if time allows but aren't essential right now.

Step 3: Choose Your Weekly Priorities

Look at your Must Do and Should Do lists. Choose 2 to 3 priorities that would make the biggest difference if you accomplished them this week. List them below.

Step 4: Put Your Priorities on the Calendar

Turn priorities into action by deciding when and where you'll work on them. List the time(s) and place(s) you'll work on each priority.

Step 5: Check Your Workload

Before the week begins, ask:

Is this plan realistic? ☐ Yes ☐ Not yet

What might get in the way?

What can I adjust now to make the week more manageable?



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