



Weekly Focus Plan

| Goal | What are my goals this week? | Why are they important to me? | What do I need to do to achieve them? |
|----------|------------------------------|-------------------------------|---------------------------------------|
| <i>1</i> | <hr/> <hr/> <hr/> <hr/> | <hr/> <hr/> <hr/> <hr/> | <hr/> <hr/> <hr/> <hr/> |
| <i>2</i> | <hr/> <hr/> <hr/> <hr/> | <hr/> <hr/> <hr/> <hr/> | <hr/> <hr/> <hr/> <hr/> |
| <i>3</i> | <hr/> <hr/> <hr/> <hr/> | <hr/> <hr/> <hr/> <hr/> | <hr/> <hr/> <hr/> <hr/> |
| <i>4</i> | <hr/> <hr/> <hr/> <hr/> | <hr/> <hr/> <hr/> <hr/> | <hr/> <hr/> <hr/> <hr/> |



Let's Break It Down

| How can I design my days in order to achieve my goals? | | | | | |
|--|---------------|----------------|------------------|-----------------|----------------|
| <i>Sunday</i> | <i>Monday</i> | <i>Tuesday</i> | <i>Wednesday</i> | <i>Thursday</i> | <i>Fri/Sat</i> |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Choose when you want to complete each goal!

| What will I have achieved by TUESDAY? |
|---------------------------------------|
| _____ |
| _____ |
| _____ |
| _____ |

| What will I have finished by FRIDAY / SATURDAY |
|--|
| _____ |
| _____ |
| _____ |
| _____ |



Start Your Day with Reflection

| What am I grateful for? | What am I proud of? |
|--------------------------------|---|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |
| 4. _____ | 4. _____ |
| What am I excited about today? | How will I ensure that my day is healthy? |
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |
| 4. _____ | 4. _____ |



Time to Break it Down Further!

| <i>At the beginning of the day</i> | | <i>At the end of the day</i> | |
|------------------------------------|----------------------------------|------------------------------|--------------------------|
| Goals to achieve today | How will I do this step-by-step? | Is more work needed? | Action plan for tomorrow |
| 1. | | | |
| | | | |
| | | | |
| 2. | | | |
| | | | |
| | | | |
| | | | |

| |
|-------------------------------------|
| How do I rate my performance today? |
| 1 2 3 4 5 6 7 8 9 10 |

| |
|----------------------------------|
| How can I improve this tomorrow? |
| |



End Your Day with Reflection

| What was the best thing that happened today? | What did I learn? |
|--|------------------------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |
| 4. _____ | 4. _____ |
| What moment would I like to remember? | What am I thankful for |
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |
| 4. _____ | 4. _____ |

For tomorrow belongs to the people who prepare for it today.