

Weekly Plan

#	Done	ABC	Milestones / Deliverables / Big Rocks	Time	Project	Notes
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
			Total Time			
			Discretionary Time (from your calendar)			
			Process			
		1	Values			
		2	Mission			
		3	Goals			
		4	Plans			
		5	Master Task List (MTL)			
		6	Hard Calendar			
		7	Discretionary Time			
		8	Milestones			
		9	Soft Calendar			
		10	Action			

