

Monthly Planner





From the previous list, pick the top 5 priority task. These would be the activities that must be done to keep you on the right timeline to achieve your monthly and yearly goals.

Priority 1:

3 steps needed to meet this priority

1. _____
2. _____
3. _____

Priority 2:

3 steps needed to meet this priority

1. _____
2. _____
3. _____

Priority 3:

3 steps needed to meet this priority

1. _____
2. _____
3. _____

Priority 4:

3 steps needed to meet this priority

1. _____
2. _____
3. _____

Priority 5:

3 steps needed to meet this priority

1. _____
2. _____
3. _____

Review at the end of the week and decide if these need to be moved to the following week.



Daily Plan:

Top 5 Tasks:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Other Tasks:

Possible Distractions for Completing Task:

Solutions for Distractions:

If a task was not completed, what did you learn?

How can you make things better for tomorrow?

Comments

Time (write in the time and activity)

Hour 1 _____

Hour 2 _____

Hour 3 _____

Hour 4 _____

Hour 5 _____

Hour 6 _____

Hour 7 _____

Hour 8 _____

Hour 9 _____

Hour 10 _____

Hour 11 _____

Hour 12 _____

Hour 13 _____

Hour 14 _____



Daily Plan:

Top 5 Tasks:

1

2

3

4

5

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