

Name: _____

Position: _____

Week Ending: _____

Weekly Time Planning Schedule

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
DAILY TASKS & APPOINTMENTS		DAILY TASKS & APPOINTMENTS		DAILY TASKS & APPOINTMENTS		DAILY TASKS & APPOINTMENTS		DAILY TASKS & APPOINTMENTS	
Weekly Schedule Team Check-in – Share/Discuss Weekly Objectives								Team Check-Out – Share/Discuss Weekly Accomplishments	
WORK IN PROGRESS – Current tasks being actively addressed this week				PROJECTS – Longer term tasks		ROUTINES & OTHER – Tasks done routinely throughout the year			
						WEEKLY MONTHLY PERIODICALLY			
PRIMARY OBJECTIVE – Enter the main objective of your position: Close sales, develop product(s)/service(s), secure media exposure, maintain web property(ies), etc.									
Start Time		Start Time		Start Time		Start Time		Start Time	
TASK	TIME	TASK	TIME	TASK	TIME	TASK	TIME	TASK	TIME
Finish Time	Tot. Hours	Finish Time	Total Hours	Finish Time	Total Hours	Finish Time	Total Hours	Finish Time	Total Hours