Weekly Plan [Date]

(Redo every week. List your 3-7 Most Vital Priorities for the week. Always about forward progress. Check your Quarterly Plan first. What are the most important things you can do this week to help achieve your 1-Year goals? Anything over 30 minutes gets broken down into substeps less than 30 minutes. Decide what day you will take that action.)

Top Actions for the Coming Week from my Annual/Quarter Goals:

1. Action 1
    a. Substep less than 30 minutes
    b. Substep less than 30 minutes
2. Action 2
3. Action 3
4. Action 4
5. Action 5

(Edit every calendar Quarter. Your Quarterly Rocks include major Initiatives and key numbers. What do you need to do to achieve your 1-Year Goals? What would make it a great quarter?)

My Q(#) Rocks

- Rock 1
- Rock 2
- Rock 3
- Rock 4
- Rock 5

(Review every year. Your 5-Year Goals come from your 5-Year Vision. Consider all parts of your life: Business/Career, Financial, Relationships, Health/Fitness, Environment/Home, Personal Development, Recreation/Fun, Service/Contributions. Make them SMART Goals: Specific, Measurable, Action-Oriented, Realistic, and Time-Based.)

My 5-Year (year) Goals:

- Goal 1
- Goal 2
- Goal 3
- Goal 4
- Goal 5

(Review every quarter; redo every year. Your 1-Year Goals should put you on the path to achieving your 5-Year Goals.)

My 1-Year (year) Goals:

- Goal 1
- Goal 2
- Goal 3
- Goal 4
- Goal 5

My Key Initiatives for the Year:

- Initiative 1

- Initiative 2
- Initiative 3

My Personal Values:

- Value 1
- Value 2
- Value 3
- Value 4