



# THE NEW "TO DO" LIST

## WEEKLY TASK PLANNER

**INSTRUCTIONS:** Refer to your monthly/quarterly goals and use these to figure out your Weekly Tasks. Then use this page daily to drive your Daily Task Planner. Don't overschedule yourself - first review your diary for pre-existing commitments.

**SMART TASKS ARE:** Specific, Measurable, (easily) Actionable, Realistic, Time-bound.

### FUTURE TASKS/IDEAS

Write your important idea or upcoming tasks here.

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### 1 SMART BIG PROJECT TASKS

Your Top 3-5 SMART Tasks that move you towards your goals - in priority order. These tasks should be completable this week (if not, break them down into smaller chunks).

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

### NEXT WEEK'S BIG PROJECT TASKS

Make a note here of your top priorities to work on next week.

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### NOTES/OTHER

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### 2 QUICK WINS

Small tasks with a big impact that could take a few minutes to 1 hour.

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### 3 FILLER TASKS

Fill gaps with regular or necessary tasks that take 30 minutes or less.

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### 4 DELEGATE/GET HELP

What do you need or want help with? I will delegate/get help with:

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### 5 PERSONAL TASKS

Your: Appointments, pay bills, self-care actions.  
Others: Birthdays, anniversaries, check-ins, socials

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