

CP

Weekly Objectives Plan

Date:

This week's business objectives.	This week's personal objectives.	This week's exercise / health objectives.	This week's 5 Wins
			1
			2
			3
			4
			5

Notes

Focus

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Relationships/ personal							
Work							
Health/ exercise							
Goals/habits							

How to use the Weekly Objectives Plan

Flexibility

This is a guide to help keep you focused on what is important to you. I would not recommend being too rigid. The idea is you do this sheet when you do your **weekly review** so it helps you to focus on the things **that are important in your life** and not be pulled off track when the realities of the week hits you. The distractions, the changed office priorities and issues that arise from you family or friends. This sheet will help you get back on track and refocus you on what you want to focus on.

This Week's business objectives:

What would you like to achieve/get done next week that relates to the work that you. Focus on two or three things. **These are must do objectives**

This week's personal objectives:

Same as your business objectives, what would you like to achieve/get done in your personal life?

This week's health/exercise objectives:

As above, what would you like to achieve in terms of your health/exercise. This could be to exercise 3 to 4 times that week, or to cut out sugar, candy or other things not good for you.

This week's 5 wins

These are the things you want to win at during the week. It could be to lose 3 pounds in weight, or to be on time for every appointment you have next week. It could be something as simple as make you bed every day for the week. The idea behind this is to develop your self-discipline.

Focus Areas

These are to help you focus on what is important in your life. If you want to change the titles and focus on other areas of your life that is okay. The important thing is you focus on what is important to you and you write out what you will do that will allow you to focus on whatever it is.

Building in your goals and including tasks that take you a step closer towards achieving those goals is a key part of this exercise. It can really help you start to make progress on the things important in your life.

A Personal Note

Over the years I have found having a sheet like this has helped me to really get focused on the things I want to accomplish. Before, I was pulled and pushed in whatever direction my boss, friends or family wanted me to go in. While that is not always a bad thing, it rarely helps you to achieve the things that are important to you.

Try this planning guide out and see what happens. Focus and the ability to refocus after a day of distractions is a great way to keep you on track.