The Freelancer Workweek

What Are You Working On This Week?

How can you know what you can do unless you see what you're doing? **Commit with confidence; complete with clarity.**

September 2009

M	T	W	Th	Fr	St	Sn
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Scheduled Events

What Events Do You Have Scheduled This Week?

Day	Time	Event

Active Projects

What Are You Working On?

	Project	Client
1		
2		
3		
4		
5		

Deadlines

When Are Deliverables Due?

Due Date	Deliverable	Project

Milestones

What Can You Finish Before Your Deadlines?

Planned Date	Milestone	Project

Notes

Jot Project Notes Here...

Weekly Dashboard

When Are You Working on Your Projects?

Monday

Deliverable	Project	Planned Time	Actual Time

Tuesday

Deliverable	Project	Planned Time	Actual Time

Wednesday

Deliverable	Project	Planned Time	Actual Time

Thursday

Deliverable	Project	Planned Time	Actual Time

Friday

Deliverable	Project	Planned Time	Actual Time

Saturday/Sunday

Deliverable	Project	Planned Time	Actual Time

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