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.**

December 2009

M	T	W	Th	Fr	St	Sn
30	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	31	1	2	3

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
0			
0			
0			
0			
0			

Tuesday

Deliverable	Project	Planned Time	Actual Time
0			
0			
0			
0			
0			

Wednesday

Deliverable	Project	Planned Time	Actual Time
0			
0			
0			
0			
0			

Thursday

Deliverable	Project	Planned Time	Actual Time
0			
0			
0			
0			
0			

Friday

Deliverable	Project	Planned Time	Actual Time
0			
0			
0			
0			
0			

Saturday/Sunday

Deliverable	Project	Planned Time	Actual Time
0			
0			
0			
0			

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