The Weekly Action Planner

Your Weekly Dashboard to Keep Your Projects Going

January 2010

M	T	W	Th	Fr	St	Sn
28	29	30	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	31

Weekly Project Slots

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

Projects In Focus

What are Your Major Projects For This Week?

Project	Due Date	Scheduled
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Scheduled Events

What Events Do You Have Scheduled This Week?

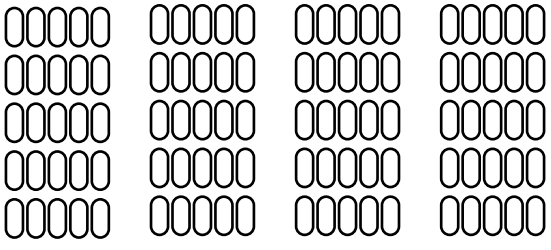
Day	Time	Event

Notes

Not a project, task, or event but still important? Jot it here...

Completed Tasks

How many tasks did you actually complete?



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