1 – Backlog Areas

2 – Work (Chunking)

Area	Task

3 - Vision for the Week (Outcomes I want to have) DATE:

1	2	3
Personal Focus Areas ->	1	2

4 - Daily Outcomes

5 - Monday	6 - Tuesday	7 - Wednesday	8 - Thursday	9 - Friday
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
Other Stuff	Other Stuff	Other Stuff	Other Stuff	Other Stuff

10 - Friday Reflections

Going Well	Improve
1	1
2	2
3	3

1 – Focusing Questions	
Area	Focusing Question

1 – Backlog Areas		
Area	SMART Outcomes	By When