

TO CONQUER THIS WEEK PLANNER

Fill in the top half of this planner with each project you are working on or client you are working for and their corresponding tasks needing completion this week.

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Daily Task Rating System

Place each task from above into the day it fits best. Once each day is complete, rate tasks in order of importance in the box to the right. 1 is most important and done first.

<div>Monday<div></div></div> <div><div></div><div></div><div></div><div></div><div></div></div>	<div>Wednesday<div></div></div> <div><div></div><div></div><div></div><div></div><div></div></div>	<div>Friday<div></div></div> <div><div></div><div></div><div></div><div></div><div></div></div>
<div>Tuesday<div></div></div> <div><div></div><div></div><div></div><div></div><div></div></div>	<div>Thursday<div></div></div> <div><div></div><div></div><div></div><div></div><div></div></div>	<div>Sat/Sun<div></div></div> <div><div></div><div></div><div></div><div></div><div></div></div>