



WEEKLY GOAL SETTING SHEET

For using this tool follow instructions at www.success-attitude.com/goals/timemanagement.html

Essential Activities Activity	Time	Necessary Activities (High Priority) Activity	Time Period	Goal that I will work on this week	Desirable Activities Activity	Time Period

THINGS TO DO

Mon	Date:	Tue	Date:	Wed	Date:	Thu	Date:	Fri	Date:	Sat	Date:	Sun	Date: