

WEEKLY PLANNER

WEEK OF: _____

Using the **Priority Key** assign a letter and description of what needs to get done on each line of the things to do. Over the week as you complete a task cross off the box.

PRIORITY KEY:

Mission Critical = **MC**

Boss = **B**

Team = **T**

Leader/Student = **L/S**

Personal = **P**



THINGS TO DO:

☐

☐

☐

☐

☐

☐

☐

☐

☐

NOTES: