

Name: _____ Date: _____

FRIDAY HOUR DONE

TIME MANAGEMENT: REFINING YOUR WEEKLY CALENDAR

List out all the things you accomplished this week:

List out all the things you didn't get to finish and why?

List out all the big things you learned this week or new ideas

How can I improve my schedule next week to improve my self and productivity?

Three Big Things I need to schedule for next week. (Focus Blocks)

BE BETTER