Weekly-Plus List

*Use this worksheet to plan the major things you need to accomplish this week and/or month. Include personal to-do items so everything is in one place. Reference this document as you create your* [*Daily List*](https://www.managementcenter.org/resources/daily-list-sample/).

|  |
| --- |
| **The week/month will be successful if...** |
| **Category 1:** *Example: Communications* |
| 1. *Example: Segment newsletter list by engagement level and purge everyone inactive for 12+ months*
2.
3.
 |
| **Category 2:** |
| 1.
2.
3.
 |
| **Category 3:** |
| 1.
2.
 |
| **Category 4:** |
| 1.
2.
3.
 |

|  |
| --- |
| **Personal**  |
| 1.
2.
3.
 |

|  |  |
| --- | --- |
| **Waiting for** | **Someday/Maybe (Backburner)** |
| *
*
 | *
*
 |