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/).

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| **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* |
| **Category 2:** |
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| **Category 3:** |
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| **Category 4:** |
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| **Personal** |
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| **Waiting for** | **Someday/Maybe (Backburner)** |
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