

# Weekly Productivity Planner

A Simple Tool to Set  
Priorities, Delegate  
Effectively, and Review  
Progress Each Week



## How to Use

At the start of each week, set your top 3 priorities, list out key meetings and deadlines, and assign delegated tasks. At the end of the week, review what worked, what slowed you down, and how you'll adjust moving forward.

### Top 3 Priorities This Week:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### Key Meetings / Deadlines:

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_



### Delegated Tasks (Who / What / When):

Assigned To	Task	Due Date
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## End-of-Week Review:

What worked well? \_\_\_\_\_

What slowed us down? \_\_\_\_\_

Adjustments for next week? \_\_\_\_\_