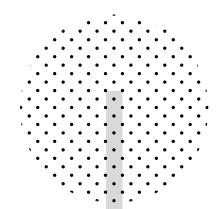


## I AM

Name



## A New Beginning

#### **GAIN FOCUS**

Setting clearly defined goals helps you focus on what is essential and keep yourself accountable.

#### **DECLUTTER YOUR MIND**

By jotting down your thoughts, it helps to free up your mind and visualise your goals.



#### **STAY ON COURSE**

Reflect on the goals you have established and incorporate it into your focuses for each month.



#### HOW WILL YOU BENEFIT FROM





#### MONITOR YOUR PROGRESS

With the weekly and quarterly check-ins, it provides a reference point of your progress towards the goals you have set out to achieve.



#### TRACK YOUR PRODUCTIVITY

The weekly planner allows you to keep track of how you spend your time and monitor your peak productivity periods.

#### **OVERCOME PROCRASTINATION**

It serves as a constant reminder of your goals and holds yourself accountable.

What is the biggest goal you will like to achieve for the year?

Who or what motivates you most?

Write encouragement words for yourself to read during difficult times:

### The 13-Week Framework

Here comes the beginning of a new year and often accompanying it is our renewed determination to spark positive change in our life.

Unfortunately, bad habits die hard. Once the glow of a fresh new year wears off, many of us struggle to keep our New Year's resolutions.



#### DID YOU KNOW THAT?

According to an article by Forbes <sup>1</sup>, it has shown that the number of individuals that stay committed to their New Year's resolutions is rather disheartening.

< 25%

8%

of people stay committed to their resolutions after 1 month.

of people accomplish

Despite that, making a New Year's resolution does not have to be a pointless pursuit. With the right approach and technique, it can help you to stay on top of your goals this year.

#### LET'S BEGIN MAPPING



To achieve your goals, limit yourself to concentrate on quarterly accomplishments instead of year-long goals. These quarterly accomplishments will act as check-ins to hold you accountable for your long-term goals and motivate you to take action today rather than procrastinating.

This is why the TTER PLANNER was created to progress you towards your goal in 13 weeks. Through this planner, it will serve as your daily reminder to track your results. The following are the 3 stages to help you kick-start your 13-week framework:



#### **RESULT**

In the result stage, you should set a high-level target you wish to accomplish at the finish line. For instance, the result may be a revenue goal, client acquisition number or weight loss goal, etc. Usually, this is also where people stumble with goal setting after they set a big goal – as there are no clearly defined steps on how to achieve it. This is the foremost reason why most people fail at New Year's resolutions: they do not have a plan of work in place on how they are going to get there.

#### **PROGRESS MILESTONES**

Progress milestones should be clear and measurable objectives to help you to track your advancement. When defining them, consider a measurable improvement you would need to make to ensure the desired aim can be reached. For instance, "I will improve my sales conversions by 15%." or, "I will improve my running time to 10-minute for a 2.4-kilometre run." These milestones should directly be associated with whatever your result goal is.

#### **DAILY ACTIONS + TASKS**

The actions stage should include all of the daily activities or tasks you must complete in order to achieve the progress milestones you have set. By knowing the needed daily action steps, you will also have a clear idea of what you can delegate or outsource to other people. This allows you to focus your time on your highest leverage activity.

Hence, this is why clear and measurable goals are important. Start using this framework today to create actionable steps towards your goal!

Source:

1. Forbes, This Year, Don't Set New Year's Resolutions

## My Otter Roadmap

#### THE ULTIMATE GUIDE TO GOAL SETTING

A

#### **CREATE A WISH LIST**



Set a timer for 5 minutes. Throughout this session, visualise this piece of paper is magical. Regardless of what you write in it, it will come true within your designated time frame.

Think of it as a wish list describing your ideal life. Be as detailed and specific as possible.

 $\mathcal{C}$ 

#### CREATE YOUR FIRST OTTER PLAN



Set your timer for 5 minutes. Write down the necessary steps you must take or tasks you must accomplish to achieve your prioritise goals.

 ${\cal B}$ 



#### **PRIORITISE**

Now, allocate 1 minute of your time. Return to the 4 sections respectively. Circle 1 goal that would have the foremost positive impact on your life.

These are the 4 goals that you are going to focus and prioritise.

Think of them as the essential destinations in your life currently.

D

#### **CRAFT A TIMELINE**

Estimate the amount of time required to complete each task. Be specific and set realistic deadlines.



In your weekly planner, write down the tasks according to their

corresponding due dates. Use it as checkpoints to monitor your progression.

 $\mathcal{E}$ 



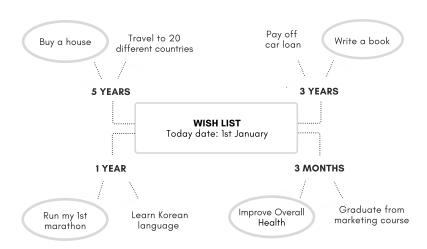
#### STAY ACCOUNTABLE

Aim to do at least 1 productive activity per day to get you closer to your goal. Remember, consistency is the key.

Here is an illustration to help you get started on your Otter Roadmap:

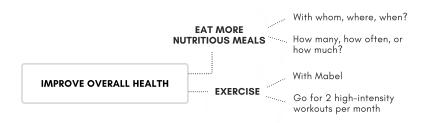
#### STEP 1: DREAM BIG

Map out all short-term and long term goals. Circle 4 goals that you are going to prioritise.



#### STEP 2: BREAK IT DOWN

Break down your prioritise goals into actionable and manageable steps.



#### STEP 3: WORK AT IT

Incorporate your action tasks into your weekly and monthly calendar.

# My Otter Roadmap

Now it is your turn! Create your Otter Roadmap below to map out how to get to your goals.

# My Commitment

l,	commit to complete these goals by:
WHEN I ACHIEVE THESE GOALS, MY I	LIFE WILL IMPROVE IN THE FOLLOWING WAYS:
IF I ACHIEVE THESE GOALS BY MY TA	ARGET DATE, I WILL REWARD MYSELF WITH:
I WILL DO THE FOLLOWING 3 THINGS TO TAKE ACTION ON THESE GOALS E	TO ENSURE THAT I WILL USE THE OTTER PLANNER EVERY DAY:
1	
2.	
3	
Signature	Date

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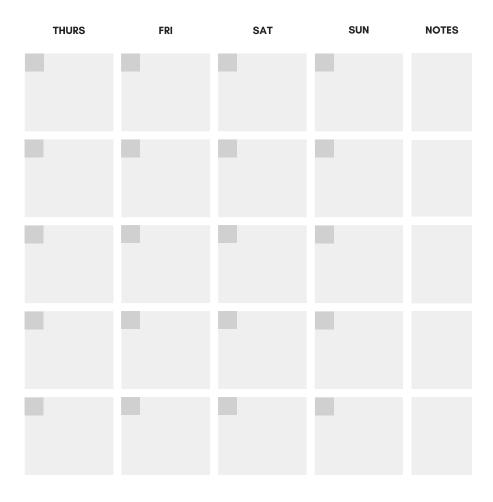
Our goals can only be reached through a vehicle of a plan, in which we must fervently believe, and upon which we must vigorously act.

There is no other route to success.

- Pablo Picasso -

# Month:

THIS MONTH'S FOCUS What will you accomplish this month?	MON	TUES	WED
SCHEDULED EVENTS What is happening this month?			
<b>EMERGENT PROJECTS</b> What projects have emerged this month?			
TO-DO LIST What needs to be complet	ed in this month?		



Break it down: Create a mind map of your goals for the month ahead

# Week 1:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
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	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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<b>THIS WEEK</b> What will yo	'S FOCUS ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



### Week 1 Review

## HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
WHA	T WERE YOUR 3 I	BIG WINS FOR	THE WEEK!		
2					
3					
WHA	T WAS THE BIGG	EST LESSON Y	OU LEARNED TH	IIS WEEK?	
REVIE	W YOUR GOAL	AND ASSESS Y	OUR PROGRESS	S. DID YOU SPEN	D YOUR TIME ON
THE R	RIGHT THINGS? I	F NOT, HOW W	ILL YOU IMPRO	VE NEXT WEEK?	

66

You will never change your life until you change something you do daily. The secret of your success is found in your daily routine

99

# Week 2:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
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09:00				
10:00				
11:00				
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	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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THIS WEEK What will yo	'S FOCUS ou accomplish this we	<b>T</b> 0 eek?	<b>D-DO LIST</b> hat needs to be com	pleted this week?



### Week 2 Review

## HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
WHA	T WERE YOUR 3	BIG WINS FOR	THE WEEK?		
2					
3					
WHA	T WAS THE BIG	GEST LESSON	YOU LEARNED TH	HIS WEEK?	
DEVII	W YOUR GOAL	AND ASSESS	COLID PROGRESS	S DID YOU SPEN	D YOUR TIME ON
			ILL YOU IMPRO		D TOOK TIME ON

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All our dreams can come true if we have the courage to pursue them.

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# Week 3:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
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	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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<b>THIS WEEK</b> What will yo	' <b>S FOCUS</b> ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



### Week 3 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

Terrible	Bad	Okay	Good	Great
HAT WERE YOUR 3	RIG WINS FOR	THE WEEV?		
TAT WERE TOOK S	BIG WINS FOR	THE WEEK:		
		VOLUE A DIVER TO		
HAT WAS THE BIG	GEST LESSON	YOU LEARNED TI	HIS WEEK?	
VIEW YOUR GOAL IE RIGHT THINGS?				D YOUR TIME ON
	,			

Either you run the day or the day runs you.

- Jim Rohn -

# Week 4:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
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09:00				
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THIS WE What will	EK'S FOCUS I you accomplish this	week?	TO-DO LIST What needs to be con	mpleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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### Week 4 Review

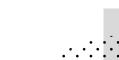
### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
W L V .	T WERE YOUR 3 E	NG WINS FOR	TUE WEEV?		
WITA	I WERE TOOK 3 E	SIG WINS FOR	INE WEEK:		
\A/I I A	T WAS THE BIGS	FET LESSON V	OULFARNER T	He WEEK?	
WHA	T WAS THE BIGG	EST LESSON Y	OU LEARNED II	HIS WEEK!	
	IW YOUR GOAL / RIGHT THINGS? II				D YOUR TIME ON

Start where you are. Use what you have. Do what you can.

- Arthur Ashe -





# Week 5:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
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23:00				
THIS WEE	EK'S FOCUS you accomplish this v	veek?	TO-DO LIST What needs to be con	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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<b>THIS WEEK</b> What will yo	' <b>S FOCUS</b> ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



### Week 5 Review

## HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

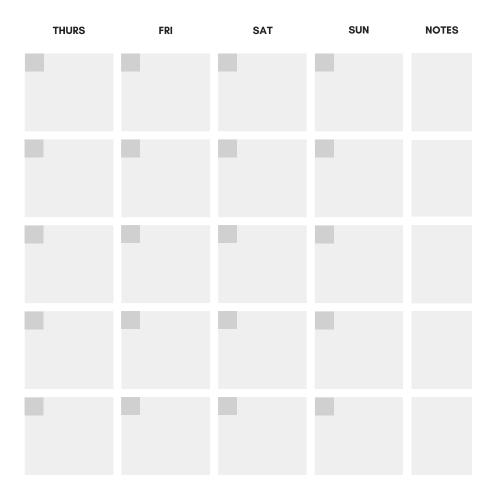
	Terrible	Bad	Okay	Good	Great
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WHAIV	VERE TOUR 3	DIG WINS FOR	INE WEEK:		
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WHAII	WAS THE BIG	GEST LESSON	TOU LEARNED IF	IIS WEEK!	
>=> /!=\A	VOLD COAL	AND 400500 V	COUR PROCESS	N DID VOIL OPENIN	D VOUD TIME ON
			ILL YOU IMPRO		D YOUR TIME ON

- Theodore Roosevelt -

Believe that you can and you're half way there.

# Month:

THIS MONTH'S FOCUS What will you accomplish this month?	MON	TUES	WED
this month?			
SCHEDULED EVENTS What is happening this month?			
EMERGENT PROJECTS What projects have emerged this month?			
TO-DO LIST What needs to be complete	d in this month?		



Break it down: Create a mind map of your goals for the month ahead

# Week 6:

	MON	TUES	WED	THURS
	Today's Focus	Focus Focus	Today's Focus	Today's Focus
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THIS WEE	EK'S FOCUS you accomplish this v	veek?	<b>TO-DO LIST</b> What needs to be con	mpleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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THIS WEEK What will yo	' <b>S FOCUS</b> ou accomplish this we	pek?	<b>O-DO LIST</b> 'hat needs to be com	pleted this week?



#### Week 6 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

Те	rrible	Bad	Okay	Good	Great
WHAT WE	RE YOUR 3 RIG	WINS FOR THE	WFFK?		
TOTAL TOE	KE TOOK O BIO	WINO FOR THE	WLLK.		
WHAT WA	S THE BIGGES	T LESSON YOU	LEARNED THIS	WEEK?	
			R PROGRESS. D YOU IMPROVE	ID YOU SPEND Y NEXT WEEK?	OUR TIME ON

66

Challenges are what make life interesting and overcoming them is what makes life meaningful.

- Joshua J. Marine -

## Week 7:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
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THIS WEE What will	K'S FOCUS you accomplish this w	veek?	<b>TO-DO LIST</b> What needs to be con	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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THIS WEEK What will yo	'S FOCUS ou accomplish this we	<b>T</b> 0 eek?	<b>D-DO LIST</b> hat needs to be com	pleted this week?



#### Week 7 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
<del>.</del>	WEDE VOUD 2	DIO WING FOR	THE MEEK2		
нат	WERE TOUR 3	BIG WINS FOR	THE WEEK!		
HAT	WAS THE BIG	GEST LESSON '	YOU LEARNED TI	HIS WEEK?	
					D YOUR TIME ON
1E KI	GHI THINGS!	IF NOT, HOW W	IILL YOU IMPRO	VE NEXT WEEK!	

66

Success is the sum of small efforts, repeated day-in and day-out.

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## Week 8:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
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<b>THIS WE</b> What wil	EK'S FOCUS I you accomplish this	week?	<b>TO-DO LIST</b> What needs to be cor	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
07:00				
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<b>THIS WEEK</b> What will yo	' <b>S FOCUS</b> ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



#### Week 8 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

Terrible	Bad	Okay	Good	Great
LAT WEDE VOUD	0 DIO 141110 FOD	THE MEEKS		
HAT WERE YOUR	3 BIG WINS FOR	THE WEEK?		
HAT WAS THE BI	GGEST LESSON	YOU LEARNED T	HIS WEEK?	
	1			
				ID YOUR TIME ON
IE RIGHT THINGS	FIF NOT, HOW V	VILL YOU IMPRO	VE NEXT WEEK!	

- John R. Wooden -

Don't let what you cannot do interfere with what you can do.

## Week 9:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
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23:00				
THIS WEE	EK'S FOCUS you accomplish this v	veek?	<b>TO-DO LIST</b> What needs to be con	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
07:00				
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23:00				
THIS WEEK What will yo	'S FOCUS ou accomplish this we	pek?	<b>O-DO LIST</b> 'hat needs to be com	pleted this week?



#### Week 9 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

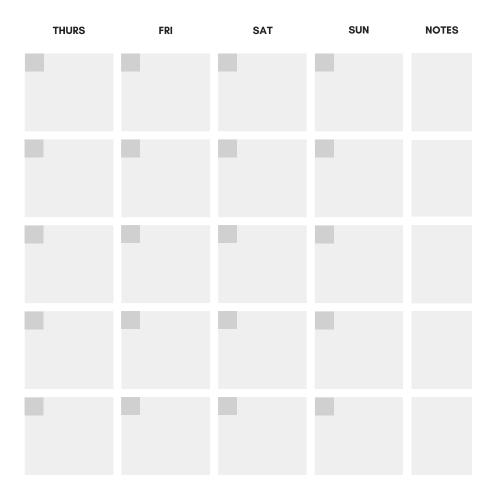
Terrible	Bad	Okay	Good	Great
HAT WERE YOUR	3 BIG WINS FOR	THE WEEK?		
IIAI VIERE I OOR	o bio mino i ok			
HAT WAS THE BI	GGEST LESSON	YOU LEARNED T	HIS WEEK?	
	I			
VIEW YOUR GOA				D YOUR TIME ON
IE KIGHT THINGS	E IF NOT, HOW W	VILL TOO IMPRO	VE NEXT WEEK!	

- Truman Capote -

Failure is the condiment that gives success its flavor.

# Month:

THIS MONTH'S FOCUS What will you accomplish this month?	MON	TUES	WED
this month?			
SCHEDULED EVENTS What is happening this month?			
EMERGENT PROJECTS What projects have emerged this month?			
TO-DO LIST What needs to be complete	d in this month?		



Break it down: Create a mind map of your goals for the month ahead

## Week 10:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
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11:00				
12:00				
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THIS WE What will	EK'S FOCUS I you accomplish this v	week?	TO-DO LIST What needs to be con	mpleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
07:00				
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23:00				
THIS WEEK What will yo	'S FOCUS ou accomplish this we	eek?	<b>TO-DO LIST</b> What needs to be com	pleted this week?



#### Week 10 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
1A/LI A	T WEDE VOLID 2	BIG WINS FOR	THE MEEK?		
WHA	I WERE TOUR 3	BIG WINS FOR	IHE WEEK!		
. —					
2					
3					
WHA	T WAS THE BIG	GEST LESSON	YOU LEARNED T	HIS WEEK?	
					D YOUR TIME ON
THE	RIGHT THINGS?	IF NOT, HOW W	VILL YOU IMPRO	VE NEXT WEEK?	

- Michael John Bobak -

All progress takes place outside the comfort zone.

## Week 11:

	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
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THIS WEEK What will y	<b>C'S FOCUS</b> ou accomplish this w	veek?	TO-DO LIST What needs to be con	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
07:00				
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23:00				
<b>THIS WEEK</b> What will yo	'S FOCUS ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



### Week 11 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
WHA	T WERE YOUR 3	BIG WINS FOR	THE WEEK?		
2					
3					
WHA	T WAS THE BIG	GEST LESSON	YOU LEARNED TI	HIS WEEK?	
					D YOUR TIME ON
THE	RIGHT THINGS?	IF NOT, HOW W	VILL YOU IMPRO	VE NEXT WEEK?	

66

Success is walking from failure to failure with no loss of enthusiasm.

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# Week 12:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
09:00				
10:00				
11:00				
12:00				
13:00				
14:00				
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21:00				
22:00				
23:00				
THIS WEEK What will yo	'S FOCUS ou-accomplish this we		<b>O-DO LIST</b> /hat needs to be com	pleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
07:00				
08:00				
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21:00				
22:00				
23:00				
THIS WEEK What will yo	'S FOCUS ou accomplish this we	<b>T</b> 0 eek?	<b>D-DO LIST</b> hat needs to be com	pleted this week?



#### Week 12 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
WHATI	WERE YOUR 3	BIG WINS FOR	THE WEEK?		
·IIAI I	VIERE TOOK O	DIO WINO I OK	THE WEEK.		
WHAT	WAS THE BIG	GEST LESSON	YOU LEARNED TI	HIS WEEK?	
			YOUR PROGRESS /ILL YOU IMPRO		D YOUR TIME ON

- Mary Anne Radmacher -

Courage doesn't always roar. Sometimes courage is the quiet voice at the end of the day saying, "I will try again tomorrow."

## Week 13:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
09:00				
10:00				
11:00				
12:00				
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22:00				
23:00				
THIS WEEK What will yo	'S FOCUS ou accomplish this we		O-DO LIST Vhat needs to be com	pleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
07:00				
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20:00				
21:00				
22:00				
23:00				
<b>THIS WEEK</b> What will yo	' <b>S FOCUS</b> ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



### Week 13 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
WHAT	WERE YOUR 3	RIG WINS FOR	THE WEEK?		
VVIIAI	WERE TOOK 5	DIO WING I OK	THE VVECK:		
WHA1	T WAS THE BIG	GEST LESSON	YOU LEARNED T	HIS WEEK?	
			YOUR PROGRESS		D YOUR TIME ON



If you want to make a permanent change, stop focusing on the size of your problems and start focusing on the size of you!



## Quarter 1 Review

HOW DO YOU FEEL ABOUT YOUR OVERALL PERFORMANCE IN THIS QUARTER? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	lerrible	Bad	Okay	Good	Great
HOW A	RE YOU DIFFEREN	T BETWEEN THIS	QUARTER AND	THE QUARTER B	EFORE IT?
WHAT	WAS THE MOST N	IEMORABLE PAI	RT OF THIS QUA	RTER? DESCRIBE	IT.
WHAT	OR WHO ARE YOU	ESPECIALLY G	RATEFUL FOR TH	IIS QUARTER?	

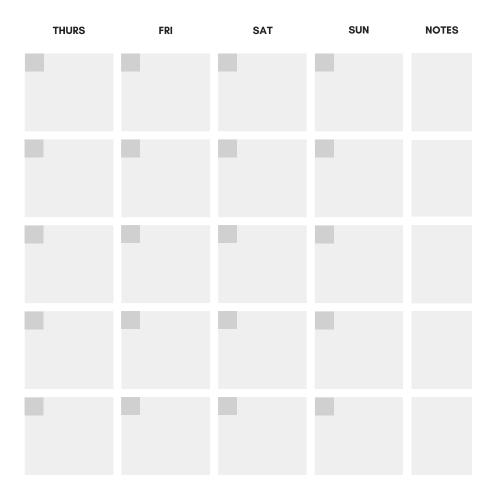
WHAT WERE THE 3	BIGGEST LESSONS Y	YOU HAVE LEARN	NED IN THIS QUARTER?	
ARE YOU HAPPY WI		T YOUR TIME? IF	SSESS YOUR PRIORITIE NOT, WHAT ARE THE C NG QUARTER?	

Do not wait to strike till the iron is hot; but make it hot by striking.

- William B.Sprague -

# Month:

THIS MONTH'S FOCUS What will you accomplish this month?	MON	TUES	WED
this month?			
SCHEDULED EVENTS What is happening this month?			
EMERGENT PROJECTS What projects have emerged this month?			
TO-DO LIST What needs to be complete	ed in this month?		



Break it down: Create a mind map of your goals for the month ahead

## Week 1:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
09:00				
10:00				
11:00				
12:00				
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23:00				
THIS WEE What will y	K'S FOCUS you accomplish this w	veek?	TO-DO LIST What needs to be con	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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23:00				
THIS WEEK What will yo	'S FOCUS ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



#### Week 1 Review

## HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
WHAT	WERE YOUR 3	RIG WINS FOR	THE WEEK?		
VVIIAI	WERE TOOK 5	DIO WING I OK	THE VVECK:		
WHA1	T WAS THE BIG	GEST LESSON	YOU LEARNED T	HIS WEEK?	
			YOUR PROGRESS		D YOUR TIME ON



You will never change your life until you change something you do daily. The secret of your success is found in your daily routine

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## Week 2:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
09:00				
10:00				
11:00				
12:00				
13:00				
14:00				
15:00				
16:00				
17:00				
18:00				
19:00				
20:00				
21:00				
22:00				
23:00				
THIS WEE What will	<b>K'S FOCUS</b> you accomplish this w	veek?	<b>TO-DO LIST</b> What needs to be con	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
07:00				
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21:00				
22:00				
23:00				
THIS WEEK What will yo	'S FOCUS ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



#### Week 2 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

Terrible	Bad	Okay	Good	Great
HAT WERE YOUR 3	BIG WINS FOR	THE WEEK?		
IIAI WERE TOOK	, bio villo i ok			
HAT WAS THE BIG	GEST LESSON	YOU LEARNED T	HIS WEEK?	
VIEW YOUR GOAL				D YOUR TIME ON
HE RIGHT THINGS?	IF NOT, HOW V	VILL YOU IMPRO	VE NEXT WEEK!	

66

All our dreams can come true if we have the courage to pursue them.

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## Week 3:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
09:00				
10:00				
11:00				
12:00				
13:00				
14:00				
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22:00				
23:00				
THIS WE What will	EK'S FOCUS you accomplish this	week?	TO-DO LIST What needs to be con	mpleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
07:00				
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23:00				
THIS WEEK What will yo	'S FOCUS ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



#### Week 3 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

Terrible	Bad	Okay	Good	Great
HAT WERE YOUR 3	RIG WINS FOR	THE WEEV?		
TAT WERE TOOK S	BIG WINS FOR	THE WEEK:		
		VOLUE A DIVER TO		
HAT WAS THE BIG	GEST LESSON	YOU LEARNED TI	HIS WEEK?	
VIEW YOUR GOAL IE RIGHT THINGS?				D YOUR TIME ON
	,			

Either you run the day or the day runs you.

- Jim Rohn -

## Week 4:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
09:00				
10:00				
11:00				
12:00				
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14:00				
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21:00				
22:00				
23:00				
<b>THIS WE</b> What wil	EEK'S FOCUS I you accomplish this	week?	TO-DO LIST What needs to be co	mpleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
07:00				
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22:00				
23:00				
THIS WEEK What will yo	' <b>S FOCUS</b> Du accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



#### Week 4 Review

## HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

Terrible	Bad	Okay	Good	Great
HAT WERE YOUR	3 BIG WINS FOR	THE WEEK?		
IIAI VIERE I OOR	o bio mino i ok			
HAT WAS THE BI	GGEST LESSON	YOU LEARNED T	HIS WEEK?	
	I			
VIEW YOUR GOA				D YOUR TIME ON
IE KIGHT THINGS	E IF NOT, HOW W	VILL TOO IMPRO	VE NEXT WEEK!	

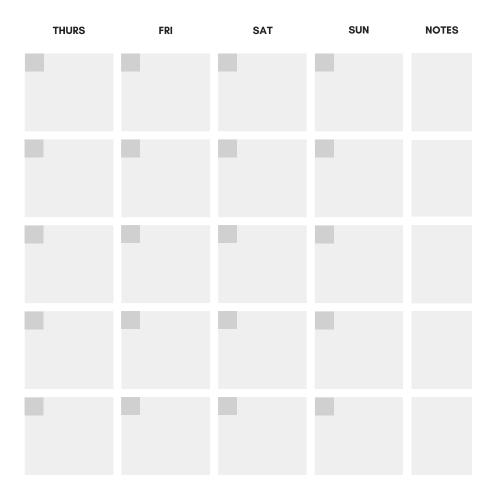
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Start where you are. Use what you have. Do what you can.

99

# Month:

THIS MONTH'S FOCUS What will you accomplish this month?	MON	TUES	WED
this month?			
SCHEDULED EVENTS What is happening this month?			
EMERGENT PROJECTS What projects have emerged this month?			
TO-DO LIST What needs to be complete	d in this month?		



Break it down: Create a mind map of your goals for the month ahead

## Week 5:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
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11:00				
12:00				
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23:00				
THIS WE What will	EK'S FOCUS you accomplish this	week?	TO-DO LIST What needs to be con	mpleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
07:00				
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23:00				
THIS WEEK What will yo	'S FOCUS ou accomplish this we	eek?	<b>TO-DO LIST</b> What needs to be com	pleted this week?



#### Week 5 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

Terrible	Bad	Okay	Good	Great
HAT WERE YOUR	3 BIG WINS FOR	THE WEEK?		
IIAI VIERE I OOR	o bio mino i ok			
HAT WAS THE BI	GGEST LESSON	YOU LEARNED T	HIS WEEK?	
	I			
VIEW YOUR GOA				D YOUR TIME ON
IE KIGHT THINGS	E IF NOT, HOW W	VILL TOO IMPRO	VE NEXT WEEK!	

Believe that you can and you're half way there.

- Theodore Roosevelt -

# Week 6:

07:00  08:00  09:00  11:00  12:00  13:00  14:00  15:00  18:00  19:00  20:00  21:00  22:00  23:00  THIS WEEK'S FOCUS  What will you accomplish this week?  What needs to be completed	s	THURS	WED	TUES	MON TUES	WC
08:00 09:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 23:00 THIS WEEK'S FOCUS TO-DO LIST		Today's Focus	Today's Focus	Today's Focus	Today's Focus Today's Focus	Today's
09:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 18:00 20:00 21:00 22:00 23:00  THIS WEEK'S FOCUS  TO-DO LIST						07:00
10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00  THIS WEEK'S FOCUS  TO-DO LIST						08:00
11:00 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00  THIS WEEK'S FOCUS  TO-DO LIST						09:00
12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 21:00 THIS WEEK'S FOCUS  TO-DO LIST						10:00
13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00  THIS WEEK'S FOCUS  TO-DO LIST						11:00
14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00  THIS WEEK'S FOCUS  TO-DO LIST						12:00
15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00  THIS WEEK'S FOCUS  TO-DO LIST						13:00
16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00  THIS WEEK'S FOCUS  TO-DO LIST						14:00
17:00 18:00 19:00 20:00 21:00 22:00 23:00  THIS WEEK'S FOCUS  TO-DO LIST						15:00
18:00 19:00 20:00 21:00 22:00 23:00  THIS WEEK'S FOCUS  TO-DO LIST						16:00
19:00 20:00 21:00 22:00 23:00  THIS WEEK'S FOCUS  TO-DO LIST						17:00
20:00 21:00 22:00 23:00  THIS WEEK'S FOCUS  TO-DO LIST						18:00
21:00 22:00 23:00  THIS WEEK'S FOCUS  TO-DO LIST						19:00
22:00 23:00  THIS WEEK'S FOCUS  TO-DO LIST						
23:00  THIS WEEK'S FOCUS  TO-DO LIST						21:00
THIS WEEK'S FOCUS TO-DO LIST						
THIS WEEK'S FOCUS What will you accomplish this week?  TO-DO LIST What needs to be completed						23:00
	this week?	mpleted thi	TO-DO LIST What needs to be co	veek?	K'S FOCUS you accomplish this week?	THIS WEEK'S FO

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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20:00				
21:00				
22:00				
23:00				
THIS WEEK What will yo	'S FOCUS ou accomplish this we	eek?	O-DO LIST /hat needs to be com	pleted this week?



#### Week 6 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
WΗΔ.	T WERE YOUR 3 I	RIG WINS FOR	THE WEEK?		
*****	I WERE TOOK O	olo Willo i Ok	THE WEEK.		
2					
3					
WHA	T WAS THE BIGG	EST LESSON	YOU LEARNED TH	HIS WEEK?	
	W YOUR GOAL A				D YOUR TIME ON
INER	dight things: i	r NO1, HOW W	TILL TOO IMPRO	VE NEXT WEEK:	

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Challenges are what make life interesting and overcoming them is what makes life meaningful.

- Joshua J. Marine -

## Week 7:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
09:00				
10:00				
11:00				
12:00				
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23:00				
THIS WEEL What will y	K'S FOCUS you accomplish this w	eek?	<b>"O-DO LIST</b> What needs to be com	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
07:00				
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21:00				
22:00				
23:00				
THIS WEEK What will yo	'S FOCUS ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



#### Week 7 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
A/I I A 7	F WERE YOUR 3	NO WING FOR	THE WEEK2		
WHA	WERE YOUR 3	BIG WINS FOR	THE WEEK!		
WHA.	T WAS THE BIGG	EST LESSON	YOU LEARNED TI	HIS WEEK?	
				S. DID YOU SPEN VE NEXT WEEK?	D YOUR TIME ON

- Robert Collier -

Success is the sum of small efforts, repeated day-in and day-out.

## Week 8:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
09:00				
10:00				
11:00				
12:00				
13:00				
14:00				
15:00				
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21:00				
22:00				
23:00				
THIS WE What will	EK'S FOCUS you accomplish this v	veek?	TO-DO LIST What needs to be con	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
07:00				
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21:00				
22:00				
23:00				
THIS WEEK What will yo	'S FOCUS ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



#### Week 8 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

Terrible	Bad	Okay	Good	Great
LAT WEDE VOUD	0 DIO 141110 FOD	THE MEEKS		
HAT WERE YOUR	3 BIG WINS FOR	THE WEEK?		
HAT WAS THE BI	GGEST LESSON	YOU LEARNED T	HIS WEEK?	
	1			
				ID YOUR TIME ON
IE RIGHT THINGS	FIF NOT, HOW V	VILL YOU IMPRO	VE NEXT WEEK!	

- John R. Wooden -

Don't let what you cannot do interfere with what you can do.

## Week 9:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
09:00				
10:00				
11:00				
12:00				
13:00				
14:00				
15:00				
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17:00				
18:00				
19:00				
20:00				
21:00				
22:00				
23:00				
THIS WEEK'S FOCUS What will you accomplish this week?		veek?	TO-DO LIST What needs to be completed this week?	

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
07:00				
08:00				
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16:00				
17:00				
18:00				
19:00				
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21:00				
22:00				
23:00				
THIS WEEK'S FOCUS What will you accomplish this week?		eek?	TO-DO LIST What needs to be completed this week?	



#### Week 9 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

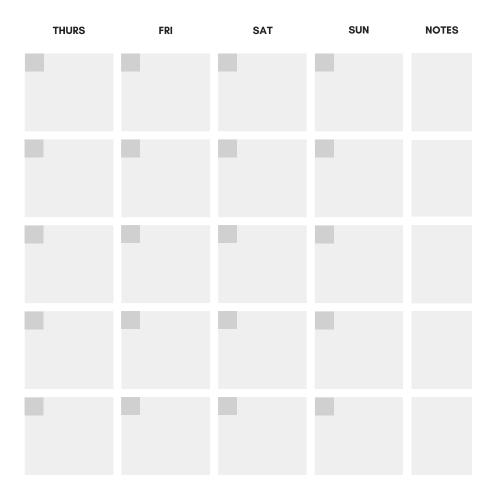
Terrible Bad Okay Good  WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?	Great
HAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?	
EVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPENI	YOUR TIME ON
HE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?	

- Truman Capote -

Failure is the condiment that gives success its flavor.

# Month:

THIS MONTH'S FOCUS What will you accomplish this month?	MON	TUES	WED
SCHEDULED EVENTS What is happening this month?			
EMERGENT PROJECTS What projects have emerged this month?			
TO-DO LIST What needs to be complete	ed in this month?		



Break it down: Create a mind map of your goals for the month ahead

## Week 10:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
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11:00				
12:00				
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22:00				
23:00				
THIS WE What will	EK'S FOCUS you accomplish this v	veek?	TO-DO LIST What needs to be con	mpleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
07:00				
08:00				
09:00				
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23:00				
THIS WEEK What will yo	'S FOCUS ou accomplish this we	eek?	<b>TO-DO LIST</b> What needs to be com	pleted this week?



#### Week 10 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
WHAT	F WERE YOUR 3 B	IG WINS FOR TI	HE WEEK?		
VVIIA	WERE TOOK 3 B	IO WINS FOR TI	HE WEEK:		
2					
3					
WHA:	T WAS THE BIGG	EST LESSON YO	OU LEARNED THI	S WEEK?	
DE\/IE	W VOUD OOAL	ND ACCECC VC	NID DDOODEGG	DID YOU SPEND	VOLID TIME ON
	IGHT THINGS? IF				TOOK TIME ON

All progress takes place outside the comfort zone.

- Michael John Bobak -

## Week 11:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
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10:00				
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22:00 23:00				
<b>THIS WE</b> What wil	EK'S FOCUS I you accomplish this v	week?	TO-DO LIST What needs to be cor	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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23:00				
THIS WEEK What will yo	'S FOCUS ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



### Week 11 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
	WEDE VOUD 2	BIG WINS FOR	THE MEEK?		
наі	WERE TOUR 3	BIG WINS FOR	THE WEEK!		
HA1	T WAS THE BIG	GEST LESSON	YOU LEARNED TI	HIS WEEK?	
VIE	W YOUR GOAL	AND ASSESS	YOUR PROGRESS	S. DID YOU SPEN	D YOUR TIME ON
IE R	IGHT THINGS?	IF NOT, HOW W	VILL YOU IMPRO	VE NEXT WEEK?	

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Success is walking from failure to failure with no loss of enthusiasm.

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## Week 12:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
09:00				
10:00				
11:00				
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22:00				
23:00				
THIS WEEK What will yo	' <b>S FOCUS</b> Du accomplish this we		O-DO LIST 'hat needs to be com	pleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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23:00				
THIS WEEK What will yo	'S FOCUS ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



### Week 12 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

Terrible	Bad	Okay	Good	Great
IAT WERE YOUR 3	RIG WINS FOR	THE WEEV?		
TAT WERE TOOK S	BIG WINS FOR	THE WEEK:		
HAT WAS THE BIG	GEST LESSON	YOU LEADNED T	HIS WEEK?	
HAT WAS THE BIG	GEST LESSON	TOU LEARNED II	HIS WEEK!	
WEW YOUR OO AL	AND 400500	VALID DDA ADEA	DID VOLLOPEN	D VOUD TIME ON
VIEW YOUR GOAL IE RIGHT THINGS?				D YOUR TIME ON

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Courage doesn't always roar. Sometimes courage is the quiet voice at the end of the day saying, "I will try again tomorrow."

- Mary Anne Radmacher -

## Week 13:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
09:00				
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23:00				
<b>THIS WE</b> What wil	EK'S FOCUS I you accomplish this v	week?	TO-DO LIST What needs to be con	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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15:00				
16:00				
17:00				
18:00				
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22:00				
23:00				
THIS WEEK What will yo	'S FOCUS ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



### Week 13 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
WHAT	WERE YOUR 3	RIG WINS FOR	THE WEEK?		
VVIIAI	WERE TOOK 5	DIO WING I OR	THE VVECK:		
WHA1	T WAS THE BIG	GEST LESSON	YOU LEARNED T	HIS WEEK?	
			YOUR PROGRESS		D YOUR TIME ON



If you want to make a permanent change, stop focusing on the size of your problems and start focusing on the size of you!



### Quarter 2 Review

HOW DO YOU FEEL ABOUT YOUR OVERALL PERFORMANCE IN THIS QUARTER? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
HOW A	ARE YOU DIFFEREN	T BETWEEN THIS	S QUARTER AND	THE QUARTER E	BEFORE IT?
WHAT	WAS THE MOST A	MEMORABLE PA	RT OF THIS QUA	RTER? DESCRIB	E IT.
WHAT	OR WHO ARE YOU	J ESPECIALLY G	RATEFUL FOR T	HIS QUARTER?	

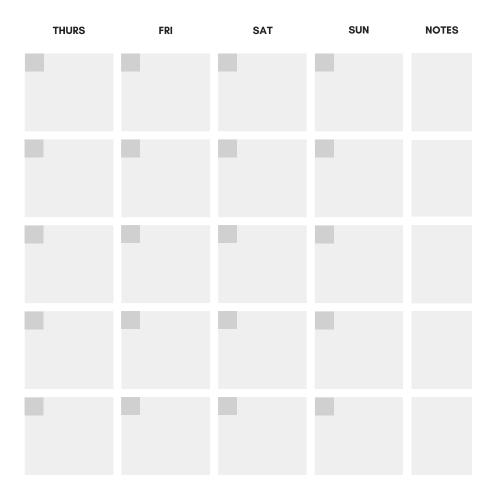
	THE 3 BIGGE	OT EEGOONO 1	OU HAVE LEAR	NED IN THIS GOAR	IER!
ARE YOU HAP	PY WITH HO	W YOU SPENT		SSESS YOUR PRIO NOT, WHAT ARE T NG QUARTER?	

Happiness is not something ready-made.
It comes from your own actions.

- Dalai Lama -

# Month:

THIS MONTH'S FOCUS What will you accomplish this month?	MON	TUES	WED
this month?			
SCHEDULED EVENTS What is happening this month?			
EMERGENT PROJECTS What projects have emerged this month?			
TO-DO LIST What needs to be complete	d in this month?		



Break it down: Create a mind map of your goals for the month ahead

## Week 1:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
09:00				
10:00				
11:00				
12:00				
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23:00				
<b>THIS WE</b> What wil	EK'S FOCUS I you accomplish this w	veek?	<b>TO-DO LIST</b> What needs to be con	npleted this week?

			SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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23:00				
THIS WEEK'S What will yo	S FOCUS u accomplish this we	eek? To	<b>D-DO LIST</b> hat needs to be com	pleted this week?



#### Week 1 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
WHAT	WERE YOUR 3	RIG WINS FOR	THE WEEK?		
VVIIAI	WERE TOOK 5	DIO WING I OR	THE VVECK:		
WHA1	T WAS THE BIG	GEST LESSON	YOU LEARNED T	HIS WEEK?	
			YOUR PROGRESS		D YOUR TIME ON



You will never change your life until you change something you do daily. The secret of your success is found in your daily routine

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## Week 2:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
09:00				
10:00				
11:00				
12:00				
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23:00				
THIS WEE What will	<b>K'S FOCUS</b> you accomplish this w	veek?	<b>TO-DO LIST</b> What needs to be con	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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23:00				
THIS WEEK What will yo	'S FOCUS ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



#### Week 2 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

Terrible	Bad	Okay	Good	Great
HAT WERE YOUR 3	BIG WINS FOR	THE WEEK?		
IIAI WERE TOOK	, bio villo i ok			
HAT WAS THE BIG	GEST LESSON	YOU LEARNED T	HIS WEEK?	
VIEW YOUR GOAL				D YOUR TIME ON
HE RIGHT THINGS?	IF NOT, HOW V	VILL YOU IMPRO	VE NEXT WEEK!	

66

All our dreams can come true if we have the courage to pursue them.

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## Week 3:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
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09:00				
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11:00				
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23:00				
THIS WE What will	EK'S FOCUS you accomplish this	week?	TO-DO LIST What needs to be con	mpleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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THIS WEEK What will yo	'S FOCUS ou accomplish this we	<b>T</b> 0 eek?	<b>O-DO LIST</b> 'hat needs to be com	pleted this week?



#### Week 3 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

Terrible	Bad	Okay	Good	Great
HAT WERE YOUR 3	BIG WINS FOR	THE WEEK?		
TAT WERE TOOK S	DIG WINS FOR	THE WEEK:		
HAT WAS THE BIG	CEST LESSON	VOLLI EADNED T	LIIE WEEV?	
HAT WAS THE BIG	GEST LESSON	YOU LEARNED II	HIS WEEK!	
VIEW YOUR GOAI IE RIGHT THINGS?				D YOUR TIME ON

Either you run the day or the day runs you.

- Jim Rohn -

## Week 4:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
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09:00				
10:00				
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23:00				
THIS WE What will	EK'S FOCUS you accomplish this v	veek?	<b>TO-DO LIST</b> What needs to be con	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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23:00				
THIS WEEK What will yo	' <b>S FOCUS</b> Du accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



#### Week 4 Review

## HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

Terrible	Bad	Okay	Good	Great
HAT WERE YOUR	3 BIG WINS FOR	THE WEEK?		
IIAI VIERE I OOR	o bio mino i ok			
HAT WAS THE BI	GGEST LESSON	YOU LEARNED T	HIS WEEK?	
	I			
VIEW YOUR GOA				D YOUR TIME ON
IE KIGHT THINGS	E IF NOT, HOW W	VILL TOO IMPRO	VE NEXT WEEK!	

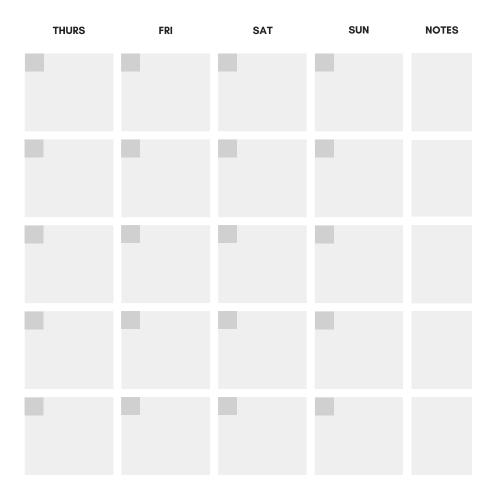
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Start where you are. Use what you have. Do what you can.

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# Month:

THIS MONTH'S FOCUS What will you accomplish this month?	MON	TUES	WED
SCHEDULED EVENTS What is happening this month?			
EMERGENT PROJECTS What projects have emerged this month?			
TO-DO LIST What needs to be complete	ed in this month?		



Break it down: Create a mind map of your goals for the month ahead

# Week 5:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
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23:00				
THIS WE What will	EK'S FOCUS you accomplish this	week?	TO-DO LIST What needs to be con	mpleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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23:00				
THIS WEEK What will yo	'S FOCUS ou accomplish this we	eek?	<b>TO-DO LIST</b> What needs to be com	pleted this week?



#### Week 5 Review

## HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
ИНДТ	WERE YOUR 3	RIG WINS FOR	THE WEEK?		
VIIAI	WERE TOOK O	bio Willo i Ok	THE WEEK.		
WHAT	WAS THE BIG	GEST LESSON	YOU LEARNED TI	HIS WEEK?	
			YOUR PROGRESS VILL YOU IMPRO		D YOUR TIME ON

Believe that you can and you're half way there.

- Theodore Roosevelt -

# Week 6:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
09:00				
10:00				
11:00				
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22:00				
23:00				
THIS WEI	EK'S FOCUS you accomplish this v	week?	<b>TO-DO LIST</b> What needs to be con	mpleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
07:00				
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22:00				
23:00				
THIS WEEK What will yo	'S FOCUS ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



#### Week 6 Review

## HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
WΗΔ.	T WERE YOUR 3 I	RIG WINS FOR	THE WEEK?		
*****	I WERE TOOK O	oro willo i ok	THE WEEK.		
2					
3					
WHA	T WAS THE BIGG	EST LESSON	YOU LEARNED TH	HIS WEEK?	
	W YOUR GOAL A				D YOUR TIME ON
INER	dight things: i	r NO1, HOW W	TILL TOO IMPRO	VE NEXT WEEK:	

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Challenges are what make life interesting and overcoming them is what makes life meaningful.

- Joshua J. Marine -

# Week 7:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
09:00				
10:00				
11:00				
12:00				
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23:00				
THIS WEEL What will y	K'S FOCUS you accomplish this w	eek?	<b>"O-DO LIST</b> What needs to be com	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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21:00				
22:00				
23:00				
<b>THIS WEEK</b> What will yo	'S FOCUS ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



#### Week 7 Review

## HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
A/I I A 7	F WERE YOUR 3	NO WING FOR	THE WEEK2		
WHA	WERE YOUR 3	BIG WINS FOR	THE WEEK!		
WHA.	T WAS THE BIGG	EST LESSON	YOU LEARNED TI	HIS WEEK?	
				S. DID YOU SPEN VE NEXT WEEK?	D YOUR TIME ON

- Robert Collier -

Success is the sum of small efforts, repeated day-in and day-out.

# Week 8:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
09:00				
10:00				
11:00				
12:00				
13:00				
14:00				
15:00				
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21:00				
22:00				
23:00				
THIS WE What will	EK'S FOCUS you accomplish this v	veek?	TO-DO LIST What needs to be con	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
07:00				
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23:00				
THIS WEEK What will yo	'S FOCUS ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



#### Week 8 Review

## HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

Terrible	Bad	Okay	Good	Great
LAT WEDE VOUD	0 DIO 141110 FOD	THE MEEKS		
HAT WERE YOUR	3 BIG WINS FOR	THE WEEK?		
HAT WAS THE BI	GGEST LESSON	YOU LEARNED T	HIS WEEK?	
	1			
				ID YOUR TIME ON
IE RIGHT THINGS	FIF NOT, HOW V	VILL YOU IMPRO	VE NEXT WEEK!	

- John R. Wooden -

Don't let what you cannot do interfere with what you can do.

# Week 9:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
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12:00				
13:00				
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21:00				
22:00				
23:00				
THIS WEE	<b>:K'S FOCUS</b> you accomplish this v	veek?	<b>TO-DO LIST</b> What needs to be cor	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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23:00				
THIS WEEK What will yo	' <b>S FOCUS</b> Du accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



#### Week 9 Review

## HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

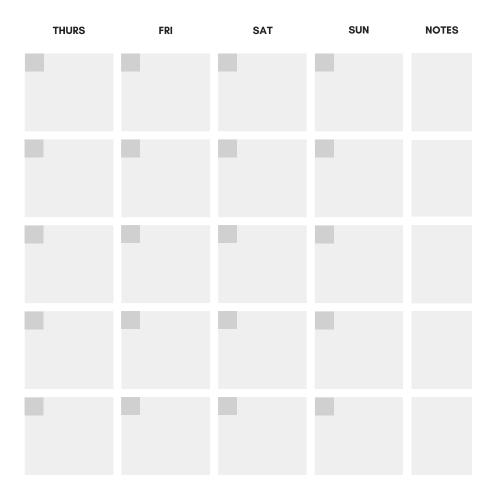
Terrible Bad Okay Good  WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?	Great
HAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?	
EVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPENI	YOUR TIME ON
HE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?	

- Truman Capote -

Failure is the condiment that gives success its flavor.

# Month:

THIS MONTH'S FOCUS What will you accomplish this month?	MON	TUES	WED
this month?			
SCHEDULED EVENTS What is happening this month?			
EMERGENT PROJECTS What projects have emerged this month?			
TO-DO LIST What needs to be complete	d in this month?		



Break it down: Create a mind map of your goals for the month ahead

# Week 10:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
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22:00				
23:00				
THIS WE	EEK'S FOCUS Il you accomplish this	week?	TO-DO LIST What needs to be co	mpleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
07:00				
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23:00				
THIS WEEK What will yo	'S FOCUS ou accomplish this we	eek?	<b>TO-DO LIST</b> What needs to be com	pleted this week?



#### Week 10 Review

## HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
WHAT	F WERE YOUR 3 B	IG WINS FOR TI	HE WEEK?		
VVIIA	WERE TOOK 3 B	IO WINS FOR TI	HE WEEK:		
2					
3					
WHA:	T WAS THE BIGG	EST LESSON YO	OU LEARNED THI	S WEEK?	
DE\/IE	W VOUD OOAL	ND ACCECC VC	NID DDOODEGG	DID YOU SPEND	VOLID TIME ON
	IGHT THINGS? IF				TOOK TIME ON

All progress takes place outside the comfort zone.

- Michael John Bobak -

# Week 11:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
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<b>THIS WE</b> What wil	<b>EK'S FOCUS</b> I you accomplish this v	week?	TO-DO LIST What needs to be cor	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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THIS WEEK What will yo	'S FOCUS ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



#### Week 11 Review

## HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

Terrible	Bad	Okay	Good	Great
HAT WERE YOUR 3	BIG WINS FOR	THE WEEK?		
IIA WERE TOOK	, bio villo i ok	THE TVEEK.		
HAT WAS THE BIG	GEST LESSON	YOU LEARNED T	HIS WEEK?	
VIEW YOUR GOAL				D YOUR TIME ON
HE RIGHT THINGS?	IF NOT, HOW V	VILL YOU IMPRO	VE NEXT WEEK!	

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Success is walking from failure to failure with no loss of enthusiasm.

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# Week 12:

	MON	TUES	WED	THURS	
	Today's Focus	Today's Focus	Today's Focus	Today's Focus	
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23:00					
THIS WEEK'S FOCUS What will you accomplish this week?			TO-DO LIST What needs to be completed this week?		

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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THIS WEEK What will yo	'S FOCUS ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



### Week 12 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

Terrible	Bad	Okay	Good	Great
IAT WERE YOUR 3	RIG WINS FOR	THE WEEV?		
TAT WERE TOOK S	BIG WINS FOR	THE WEEK:		
HAT WAS THE BIG	GEST LESSON	YOU LEADNED T	HIS WEEK?	
HAT WAS THE BIG	GEST LESSON	TOU LEARNED II	HIS WEEK!	
WEW YOUR OO AL	AND 400500	VALID DDA ADEA	DID VOLLOPEN	D VOUD TIME ON
VIEW YOUR GOAL IE RIGHT THINGS?				D YOUR TIME ON

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Courage doesn't always roar. Sometimes courage is the quiet voice at the end of the day saying, "I will try again tomorrow."

- Mary Anne Radmacher -

## Week 13:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
09:00				
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<b>THIS WE</b> What wil	EK'S FOCUS I you accomplish this v	week?	TO-DO LIST What needs to be con	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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THIS WEEK What will yo	'S FOCUS ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



### Week 13 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
WHAT	WERE YOUR 3	RIG WINS FOR	THE WEEK?		
VVIIAI	WERE TOOK 5	DIO WING I OR	THE VVECK:		
WHA1	T WAS THE BIG	GEST LESSON	YOU LEARNED T	HIS WEEK?	
			YOUR PROGRESS		D YOUR TIME ON



If you want to make a permanent change, stop focusing on the size of your problems and start focusing on the size of you!



## Quarter 3 Review

HOW DO YOU FEEL ABOUT YOUR OVERALL PERFORMANCE IN THIS QUARTER? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
HOW A	RE YOU DIFFEREN	T BETWEEN THIS	QUARTER AND	THE QUARTER B	EFORE IT?
WHAT	WAS THE MOST N	NEMORABLE PAI	RT OF THIS QUA	RTER? DESCRIBE	IT.
14/1147	OD WILL ARE VOL		DATES!!! 500 T	UO OLIA DTED?	
WHAI	OR WHO ARE YOU	ESPECIALLY G	RATEFUL FOR II	HIS QUARTER!	

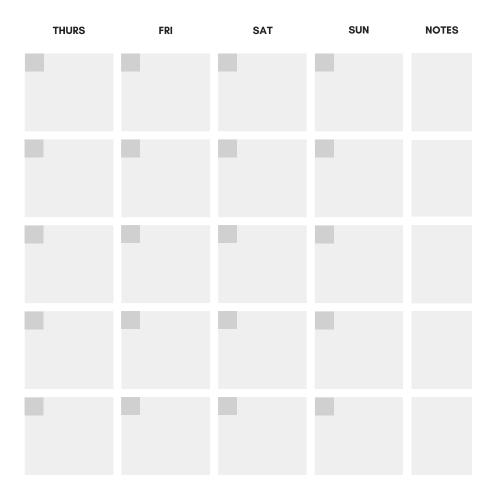
WHAT WERE TH	E 3 BIGGEST LESSONS YO	DU HAVE LEARNED IN	I THIS QUARTER?
	LANNER FOR THE PAST QU		
ACTIONS YOU	CAN TAKE TO IMPROVE IN	•	
ACTIONS YOU		•	
ACTIONS YOU		•	

Always do your best. What you plant now, you will harvest later.

- Og Mandino -

# Month:

THIS MONTH'S FOCUS What will you accomplish this month?	MON	TUES	WED
SCHEDULED EVENTS What is happening this month?			
EMERGENT PROJECTS What projects have emerged this month?			
TO-DO LIST What needs to be complete	ed in this month?		



Break it down: Create a mind map of your goals for the month ahead

## Week 1:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
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<b>THIS WE</b> What wil	EK'S FOCUS I you accomplish this w	veek?	<b>TO-DO LIST</b> What needs to be con	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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THIS WEEK What will yo	'S FOCUS ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



#### Week 1 Review

## HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
WHAT	WERE YOUR 3	RIG WINS FOR	THE WEEK?		
VVIIAI	WERE TOOK 5	DIO WING I OR	THE VVECK:		
WHA1	T WAS THE BIG	GEST LESSON	YOU LEARNED T	HIS WEEK?	
			YOUR PROGRESS		D YOUR TIME ON



You will never change your life until you change something you do daily. The secret of your success is found in your daily routine

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## Week 2:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
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THIS WEE What will	<b>K'S FOCUS</b> you accomplish this w	veek?	<b>TO-DO LIST</b> What needs to be con	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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THIS WEEK What will yo	'S FOCUS ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



#### Week 2 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

Terrible	Bad	Okay	Good	Great
HAT WERE YOUR 3	BIG WINS FOR	THE WEEK?		
IIAI WERE TOOK	, bio villo i ok			
HAT WAS THE BIG	GEST LESSON	YOU LEARNED T	HIS WEEK?	
VIEW YOUR GOAL				D YOUR TIME ON
HE RIGHT THINGS?	IF NOT, HOW V	VILL YOU IMPRO	VE NEXT WEEK!	

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All our dreams can come true if we have the courage to pursue them.

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## Week 3:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
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	FRI	SAT	SUN	NOTES
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THIS WEEK What will yo	'S FOCUS ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



#### Week 3 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

Terrible	Bad	Okay	Good	Great
HAT WERE YOUR 3	RIG WINS FOR	THE WEEV?		
TAT WERE TOOK S	BIG WINS FOR	THE WEEK:		
		VOLUE A DIVER TO		
HAT WAS THE BIG	GEST LESSON	YOU LEARNED TI	HIS WEEK?	
VIEW YOUR GOAL IE RIGHT THINGS?				D YOUR TIME ON
	,			

Either you run the day or the day runs you.

- Jim Rohn -

## Week 4:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
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09:00				
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THIS WE What will	EK'S FOCUS you accomplish this v	veek?	<b>TO-DO LIST</b> What needs to be con	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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THIS WEEK What will yo	' <b>S FOCUS</b> Du accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



#### Week 4 Review

## HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

Terrible	Bad	Okay	Good	Great
HAT WERE YOUR	3 BIG WINS FOR	THE WEEK?		
IIAI VIERE I OOR	o bio mino i ok			
HAT WAS THE BI	GGEST LESSON	YOU LEARNED T	HIS WEEK?	
	I			
VIEW YOUR GOA				D YOUR TIME ON
IE KIGHT THINGS	E IF NOT, HOW W	VILL TOO IMPRO	VE NEXT WEEK!	

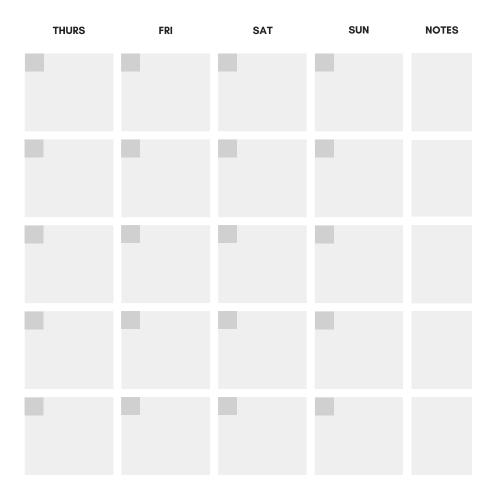
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Start where you are. Use what you have. Do what you can.

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# Month:

THIS MONTH'S FOCUS What will you accomplish this month?	MON	TUES	WED
this month?			
SCHEDULED EVENTS What is happening this month?			
EMERGENT PROJECTS What projects have emerged this month?			
TO-DO LIST What needs to be complete	d in this month?		



Break it down: Create a mind map of your goals for the month ahead

## Week 5:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
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THIS WEE	<b>:K'S FOCUS</b> you accomplish this v	veek?	<b>TO-DO LIST</b> What needs to be cor	mpleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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23:00				
THIS WEEK What will yo	'S FOCUS ou accomplish this we	<b>T</b> 0 eek?	<b>D-DO LIST</b> hat needs to be com	pleted this week?



#### Week 5 Review

## HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

Terrible	Bad	Okay	Good	Great
HAT WERE YOUR	3 BIG WINS FOR	THE WEEK?		
IIAI VIERE I OOR	o bio mino i ok			
HAT WAS THE BI	GGEST LESSON	YOU LEARNED T	HIS WEEK?	
	I			
VIEW YOUR GOA				D YOUR TIME ON
IE KIGHT THINGS	E IF NOT, HOW W	VILL TOO IMPRO	VE NEXT WEEK!	

Believe that you can and you're half way there.

- Theodore Roosevelt -

## Week 6:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
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22:00 23:00				
23:00				
THIS WEEK'S FOCUS What will you accomplish this week?		veek?	TO-DO LIST What needs to be completed this week?	

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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23:00				
THIS WEEK'S FOCUS What will you accomplish this week?		reek? W	TO-DO LIST What needs to be completed this week?	



#### Week 6 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
WΗΔ.	T WERE YOUR 3 I	RIG WINS FOR	THE WEEK?		
*****	I WERE TOOK O	oro willo i ok	THE WEEK.		
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3					
WHA	T WAS THE BIGG	EST LESSON	YOU LEARNED TH	HIS WEEK?	
	W YOUR GOAL A				D YOUR TIME ON
INER	dight things: i	r NO1, HOW W	TILL TOO IMPRO	VE NEXT WEEK:	

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Challenges are what make life interesting and overcoming them is what makes life meaningful.

- Joshua J. Marine -

## Week 7:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
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THIS WEEL What will y	K'S FOCUS you accomplish this w	eek?	<b>"O-DO LIST</b> What needs to be com	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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23:00				
<b>THIS WEEK</b> What will yo	'S FOCUS ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



#### Week 7 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
A/I I A 7	F WERE YOUR 3	NO WING FOR	THE WEEK2		
WHA	WERE YOUR 3	BIG WINS FOR	THE WEEK!		
WHA.	T WAS THE BIGG	EST LESSON	YOU LEARNED TI	HIS WEEK?	
				S. DID YOU SPEN VE NEXT WEEK?	D YOUR TIME ON

- Robert Collier -

Success is the sum of small efforts, repeated day-in and day-out.

## Week 8:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
09:00				
10:00				
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12:00				
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23:00				
THIS WE What will	EK'S FOCUS you accomplish this v	veek?	TO-DO LIST What needs to be con	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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THIS WEEK What will yo	'S FOCUS ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



#### Week 8 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

Terrible	Bad	Okay	Good	Great
LAT WEDE VOUD	0 DIO 141110 FOD	THE MEEKS		
HAT WERE YOUR	3 BIG WINS FOR	THE WEEK?		
HAT WAS THE BI	GGEST LESSON	YOU LEARNED T	HIS WEEK?	
	1			
				ID YOUR TIME ON
IE RIGHT THINGS	FIF NOT, HOW V	VILL YOU IMPRO	VE NEXT WEEK!	

- John R. Wooden -

Don't let what you cannot do interfere with what you can do.

## Week 9:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
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12:00				
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23:00				
THIS WEE	<b>:K'S FOCUS</b> you accomplish this v	veek?	<b>TO-DO LIST</b> What needs to be cor	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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THIS WEEK What will yo	' <b>S FOCUS</b> Du accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



#### Week 9 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

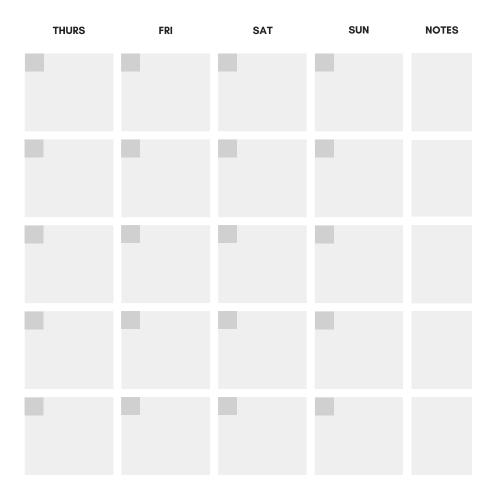
Terrible Bad Okay Good  WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?	Great
HAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?	
EVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPENI	YOUR TIME ON
HE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?	

- Truman Capote -

Failure is the condiment that gives success its flavor.

# Month:

THIS MONTH'S FOCUS What will you accomplish this month?	MON	TUES	WED
this month?			
SCHEDULED EVENTS What is happening this month?			
EMERGENT PROJECTS What projects have emerged this month?			
TO-DO LIST What needs to be complete	d in this month?		



Break it down: Create a mind map of your goals for the month ahead

## Week 10:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
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23:00				
THIS WE	EEK'S FOCUS Il you accomplish this	week?	TO-DO LIST What needs to be co	mpleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
07:00				
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THIS WEEK What will yo	'S FOCUS ou accomplish this we	eek?	<b>TO-DO LIST</b> What needs to be com	pleted this week?



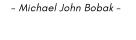
#### Week 10 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
WHA	T WERE YOUR 3	BIG WINS FOR	THE WEEK?		
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WHA	T WAS THE BIGG	SEST LESSON Y	OU LEARNED TH	HIS WEEK?	
B=1/1			(ALID DD		
			ILL YOU IMPRO		D YOUR TIME ON

All progress takes place outside the comfort zone.





## Week 11:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
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THIS WE What wil	<b>EK'S FOCUS</b> I you accomplish this v	week?	TO-DO LIST What needs to be cor	npleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
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14:00				
15:00				
16:00				
17:00				
18:00				
19:00				
20:00				
21:00				
22:00				
23:00				
THIS WEEK What will yo	'S FOCUS ou accomplish this we	eek?	O-DO LIST /hat needs to be com	pleted this week?



#### Week 11 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

Terrible	Bad	Okay	Good	Great
HAT WERE YOUR 3	B BIG WINS FOR	THE WEEK?		
IIAI WERE TOOK	, bio villo i ok			
HAT WAS THE BIG	GEST LESSON	YOU LEARNED T	HIS WEEK?	
VIEW YOUR GOA				D YOUR TIME ON
1E KIGHT THINGS:	IF NOT, HOW W	VILL TOO IMPRO	VE NEXT WEEK:	

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Success is walking from failure to failure with no loss of enthusiasm.

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## Week 12:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
09:00				
10:00				
11:00				
12:00				
13:00				
14:00				
15:00				
16:00				
17:00				
18:00				
19:00				
20:00				
21:00				
22:00				
23:00				
THIS WEEK What will yo	' <b>S FOCUS</b> Du accomplish this we		O-DO LIST 'hat needs to be com	pleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
07:00				
08:00				
09:00				
10:00				
11:00				
12:00				
13:00				
14:00				
15:00				
16:00				
17:00				
18:00				
19:00				
20:00				
21:00				
22:00				
23:00				
<b>THIS WEEK</b> What will yo	'S FOCUS ou accomplish this we	eek?	O-DO LIST That needs to be com	pleted this week?



### Week 12 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

Terrible	Bad	Okay	Good	Great
IAT WERE YOUR 3	RIG WINS FOR	THE WEEV?		
TAT WERE TOOK S	BIG WINS FOR	THE WEEK:		
HAT WAS THE BIG	GEST LESSON	YOU LEADNED T	HIS WEEK?	
HAT WAS THE BIG	GEST LESSON	TOU LEARNED II	HIS WEEK!	
WEW YOUR OO AL	AND 400500	VALID DDA ADEA	DID VOLLOPEN	D VOUD TIME ON
VIEW YOUR GOAL IE RIGHT THINGS?				D YOUR TIME ON

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Courage doesn't always roar. Sometimes courage is the quiet voice at the end of the day saying, "I will try again tomorrow."

- Mary Anne Radmacher -

## Week 13:

	MON	TUES	WED	THURS
	Today's Focus	Today's Focus	Today's Focus	Today's Focus
07:00				
08:00				
09:00				
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23:00				
THIS WEEK What will y	<b>('S FOCUS</b> ou accomplish this w	eek?	<b>FO-DO LIST</b> What needs to be com	apleted this week?

	FRI	SAT	SUN	NOTES
	Today's Focus	Today's Focus	Today's Focus	
07:00				
08:00				
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22:00				
23:00				
THIS WEEK What will yo	'S FOCUS ou accomplish this we	reek? W	O-DO LIST hat needs to be com	pleted this week?



### Week 13 Review

### HOW SATISFIED WERE YOU ON YOUR PERFORMANCE THIS WEEK? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	Terrible	Bad	Okay	Good	Great
WΗΔ.	T WERE YOUR 3 I	RIG WINS FOR	THE WEEK?		
*****	I WERE TOOK O	oro willo i ok	THE WEEK.		
2					
3					
WHA	T WAS THE BIGG	EST LESSON	YOU LEARNED TH	HIS WEEK?	
	W YOUR GOAL A				D YOUR TIME ON
INER	dight things: i	r NO1, HOW W	TILL TOO IMPRO	VE NEXT WEEK:	

66

If you want to make a permanent change, stop focusing on the size of your problems and start focusing on the size of you!

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### Quarter 4 Review

HOW DO YOU FEEL ABOUT YOUR OVERALL PERFORMANCE IN THIS QUARTER? TICK THE FOLLOWING EMOJI THAT FITS YOUR EVALUATION.

	lerrible	Bad	Okay	Good	Great
HOW AI	RE YOU DIFFERENT	BETWEEN THIS	QUARTER AND	THE QUARTER BI	FORE IT?
					_
WHAT V	VAS THE MOST M	EMORABLE PAR	T OF THIS QUAI	RTER? DESCRIBE	п.
WHAT (	OR WHO ARE YOU	ESPECIALLY G	DATEFIII FOD TH	IIS OLIADTED?	
WIIAI	ok Wilo Ake 100	LOI LOIALLI O	KATEL OF LOK II	IIO QOARIER.	

WHAT WERE	THE 3 BIGGES	T LESSONS YO	J HAVE LEARNEI	O IN THIS QUARTER?	
ARE YOU HA	PPY WITH HOV	W YOU SPENT Y		ESS YOUR PRIORITIES OT, WHAT ARE THE CO QUARTER?	

I have been impressed with the urgency of doing. Knowing is not enough; we must apply. Being willing is not enough; we must do.

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- Leonardo Da Vinci -

# My Calling List

NAME	CONTACT NO	REMARKS

NAME	CONTACT NO	REMARKS

# My Favourable Introductions

NAME	CONTACT NO	RELATIONSHIP	OCCUPATION	REMARKS

NAME	CONTACT NO	RELATIONSHIP	OCCUPATION	REMARKS

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