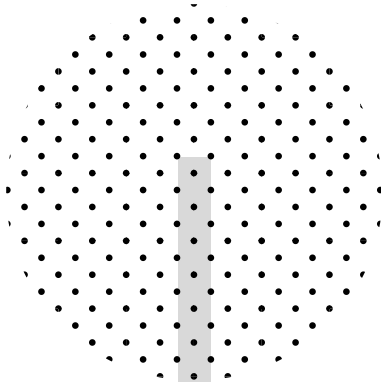




OTTER PLANNER

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



OTTER PLANNER

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.

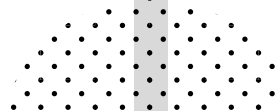
OVERCOME PROCRASTINATION

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?

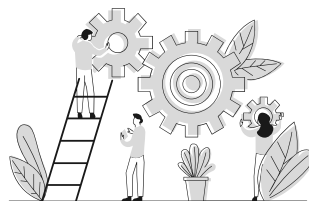
Write encouragement words for yourself to read during difficult times:



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 Forbes¹, it has shown that the number of individuals that stay committed to their New Year's resolutions is rather disheartening.

< 25%

of people stay committed to their resolutions after 1 month.

8%

of people accomplish their resolutions.

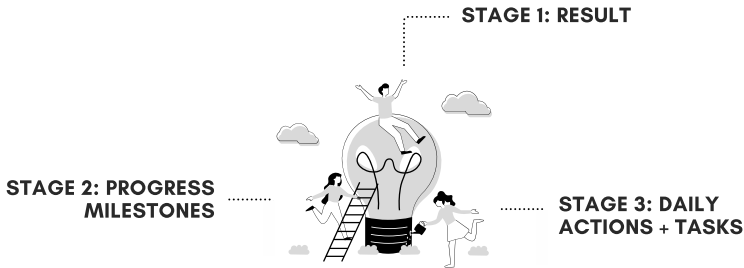
Despite that, making a New Year's resolution does not have to be a pointless pursuit. With the right approach and technique, it can help you to stay on top of your goals this year.

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.

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.

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.



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.

E



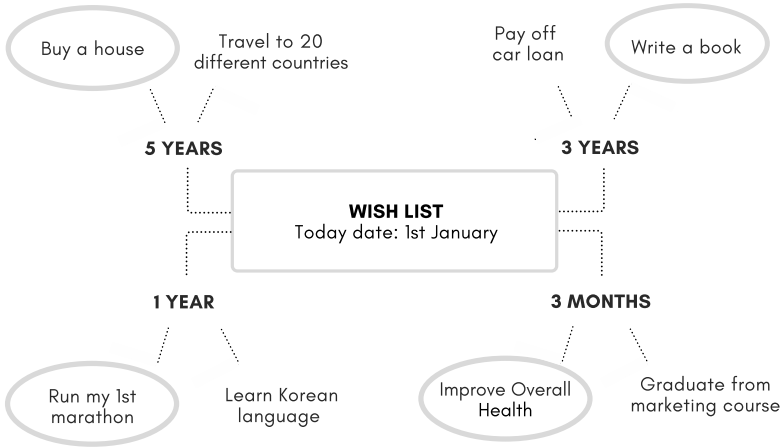
STAY ACCOUNTABLE

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.



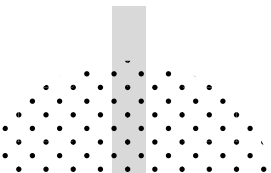
STEP 3: WORK AT IT

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

I, _____ commit to complete these goals by:

WHEN I ACHIEVE THESE GOALS, MY LIFE WILL IMPROVE IN THE FOLLOWING WAYS:

IF I ACHIEVE THESE GOALS BY MY TARGET DATE, I WILL REWARD MYSELF WITH:

I WILL DO THE FOLLOWING 3 THINGS TO ENSURE THAT I WILL USE THE BOTTLE PLANNER TO TAKE ACTION ON THESE GOALS EVERY DAY:

1. _____
2. _____
3. _____

Signature _____

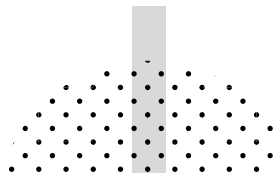
Date _____



*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?

SCHEDULED EVENTS

What is happening this month?

EMERGENT PROJECTS

What projects have emerged this month?

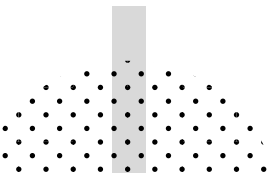
TO-DO LIST

What needs to be completed in this month?

MON

TUES

WED





THURS

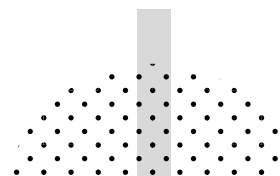
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SAT

SUN

NOTES

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



Week 1:

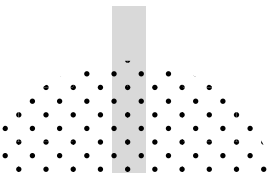
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



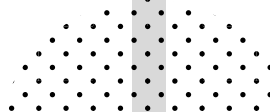
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

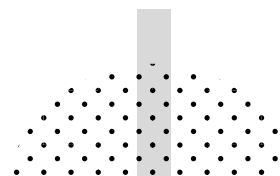
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- John C Maxwell -



Week 2:

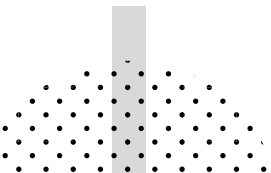
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



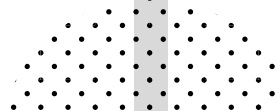
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

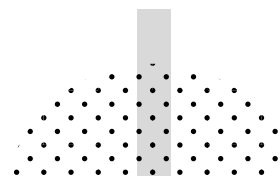
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- Walt Disney -



Week 3:

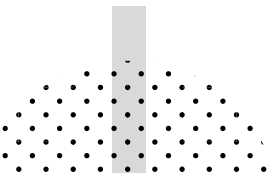
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



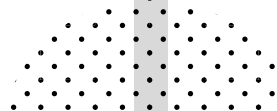
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

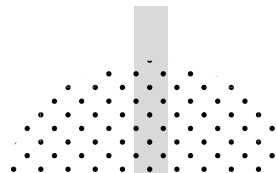
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



Either you run the day or the day runs you.



- Jim Rohn -



Week 4:

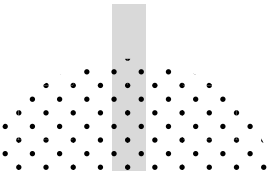
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



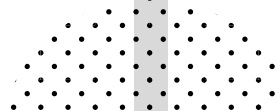
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

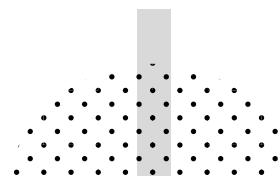
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- Arthur Ashe -



Week 5:

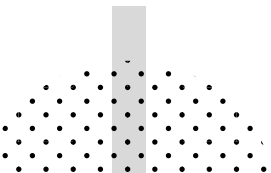
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



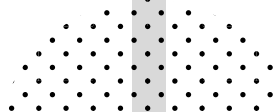
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

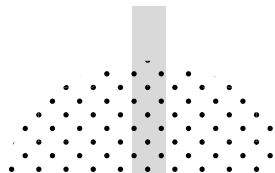
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- Theodore Roosevelt -



Month:

THIS MONTH'S FOCUS

What will you accomplish this month?

SCHEDULED EVENTS

What is happening this month?

EMERGENT PROJECTS

What projects have emerged this month?

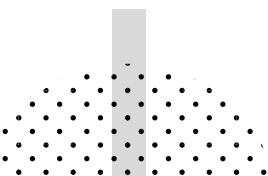
TO-DO LIST

What needs to be completed in this month?

MON

TUES

WED





THURS

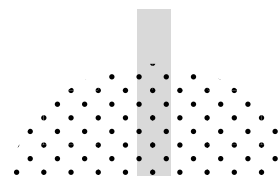
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NOTES

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



Week 6:

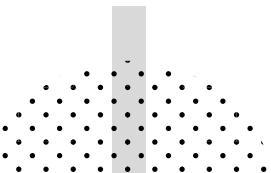
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



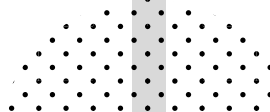
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

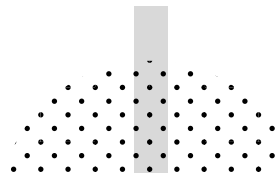
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- Joshua J. Marine -



Week 7:

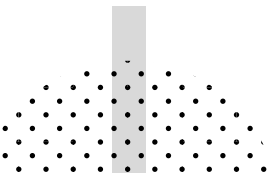
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



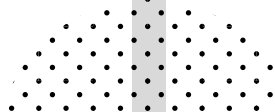
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

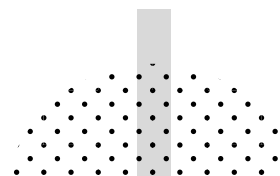
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- Robert Collier -



Week 8:

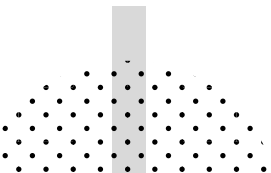
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



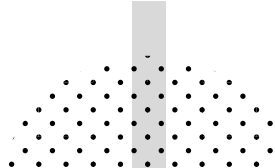
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
2. _____
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WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

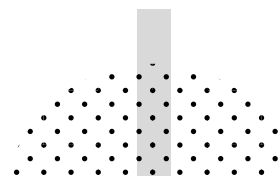
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- John R. Wooden -



Week 9:

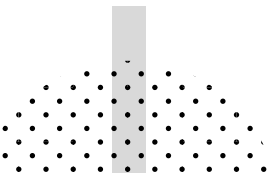
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



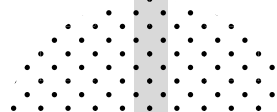
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

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WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

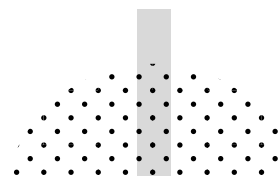
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



Failure is the condiment that gives success its flavor.



- Truman Capote -



Month:

THIS MONTH'S FOCUS

What will you accomplish this month?

SCHEDULED EVENTS

What is happening this month?

EMERGENT PROJECTS

What projects have emerged this month?

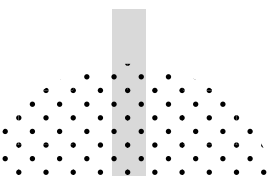
TO-DO LIST

What needs to be completed in this month?

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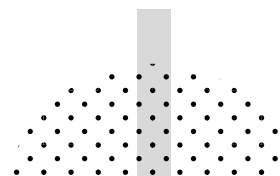
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NOTES

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



Week 10:

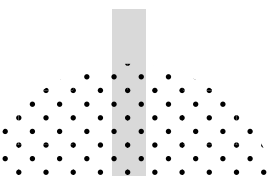
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THIS WEEK'S FOCUS

What will you accomplish this week?

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What needs to be completed this week?



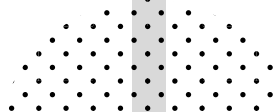
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

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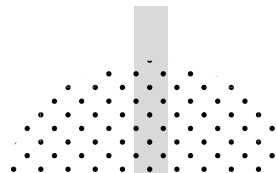
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



All progress takes place outside the comfort zone.



- Michael John Bobak -



Week 11:

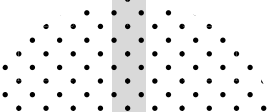
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



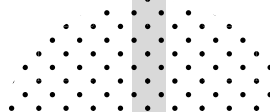
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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Week 11 Review

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



Terrible



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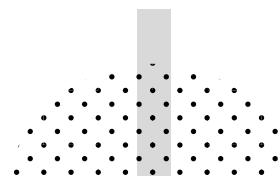
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- Winston Churchill -



Week 12:

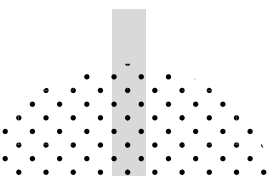
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



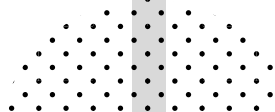
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

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WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

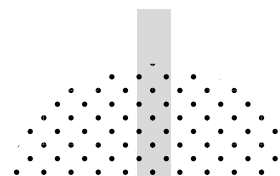
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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:

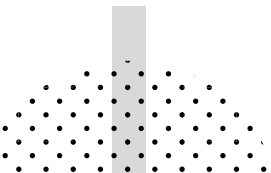
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



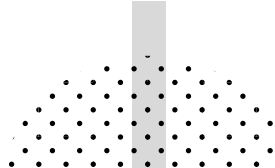
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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 BIG WINS FOR THE WEEK?

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WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

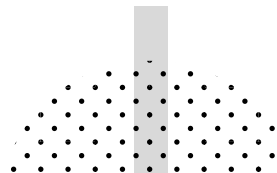
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- T. Harv Eker -



Quarter 1 Review

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



Terrible



Bad



Okay



Good

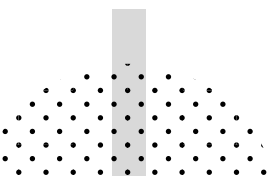


Great

HOW ARE YOU DIFFERENT BETWEEN THIS QUARTER AND THE QUARTER BEFORE IT?

WHAT WAS THE MOST MEMORABLE PART OF THIS QUARTER? DESCRIBE IT.

WHAT OR WHO ARE YOU ESPECIALLY GRATEFUL FOR THIS QUARTER?



WHAT WERE THE 3 BIGGEST LESSONS YOU HAVE LEARNED IN THIS QUARTER?

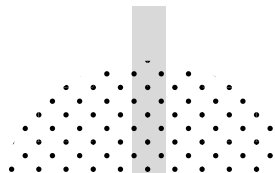
REVIEW YOUR PLANNER FOR THE PAST QUARTER AND ASSESS YOUR PRIORITIES. ARE YOU HAPPY WITH HOW YOU SPENT YOUR TIME? IF NOT, WHAT ARE THE CONCRETE ACTIONS YOU CAN TAKE TO IMPROVE IN THE UPCOMING QUARTER?

“

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?

SCHEDULED EVENTS

What is happening this month?

EMERGENT PROJECTS

What projects have emerged this month?

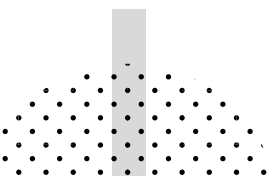
TO-DO LIST

What needs to be completed in this month?

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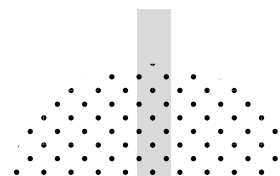
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NOTES

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



Week 1:

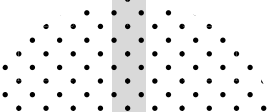
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



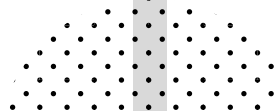
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

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WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

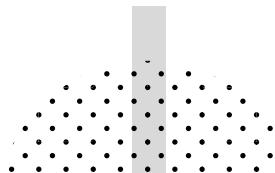
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- John C Maxwell -



Week 2:

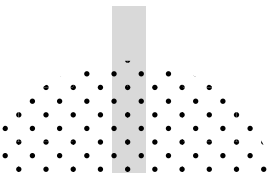
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



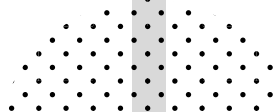
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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Week 2 Review

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



Terrible



Bad



Okay



Good



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WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

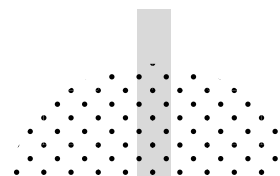
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- Walt Disney -



Week 3:

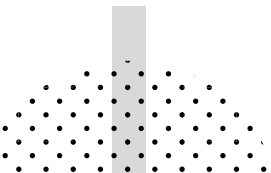
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



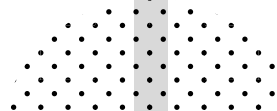
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

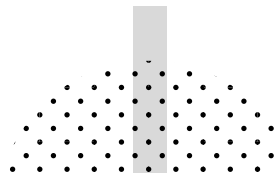
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



Either you run the day or the day runs you.



- Jim Rohn -



Week 4:

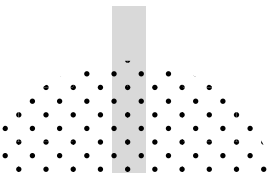
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



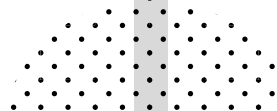
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
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WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

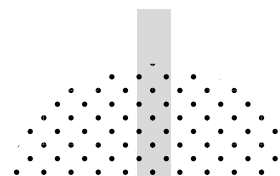
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- Arthur Ashe -



Month:

THIS MONTH'S FOCUS

What will you accomplish this month?

SCHEDULED EVENTS

What is happening this month?

EMERGENT PROJECTS

What projects have emerged this month?

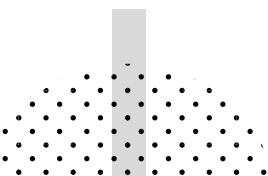
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What needs to be completed in this month?

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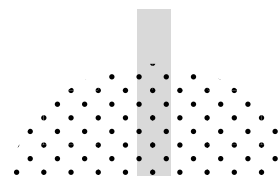
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NOTES

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



Week 5:

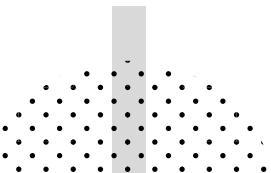
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



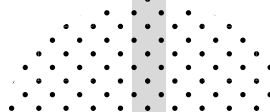
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

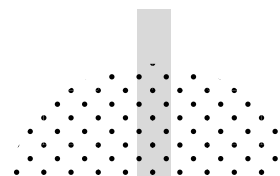
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- Theodore Roosevelt -



Week 6:

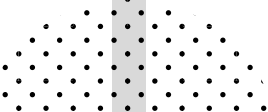
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



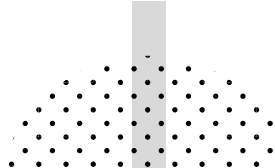
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

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WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

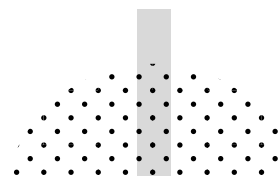
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- Joshua J. Marine -



Week 7:

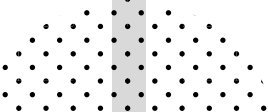
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



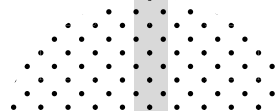
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

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WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

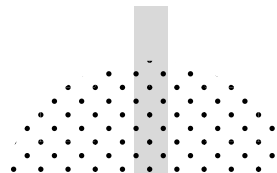
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- Robert Collier -



Week 8:

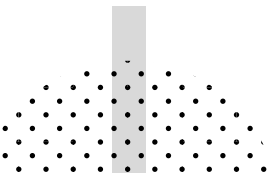
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



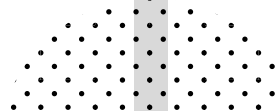
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

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WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

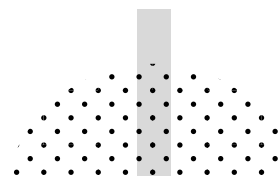
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- John R. Wooden -



Week 9:

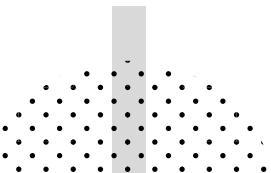
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



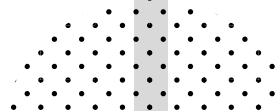
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

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WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

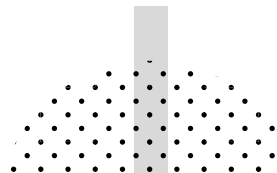
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



Failure is the condiment that gives success its flavor.



- Truman Capote -



Month:

THIS MONTH'S FOCUS

What will you accomplish this month?

SCHEDULED EVENTS

What is happening this month?

EMERGENT PROJECTS

What projects have emerged this month?

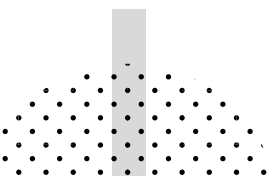
TO-DO LIST

What needs to be completed in this month?

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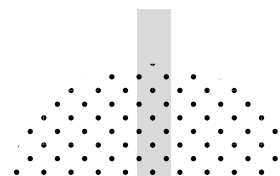
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NOTES

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



Week 10:

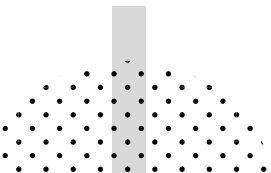
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



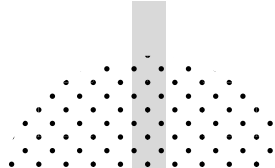
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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 WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

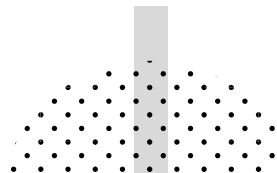
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



All progress takes place outside the comfort zone.



- Michael John Bobak -



Week 11:

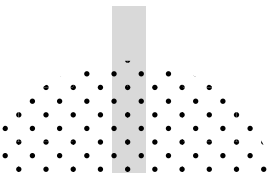
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



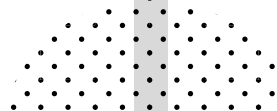
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
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WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

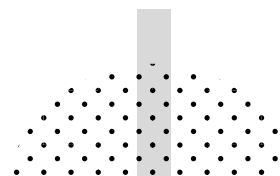
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- Winston Churchill -



Week 12:

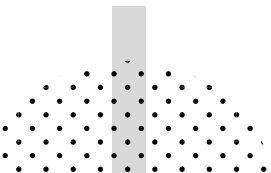
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



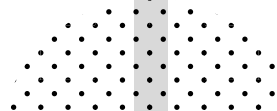
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

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3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

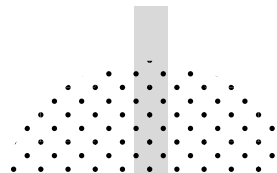
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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:

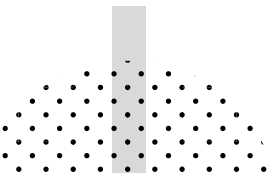
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



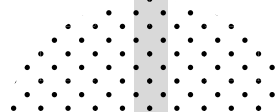
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

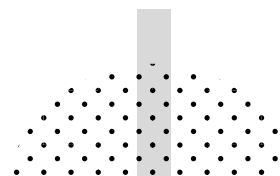
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?

“

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

”

- T. Harv Eker -



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

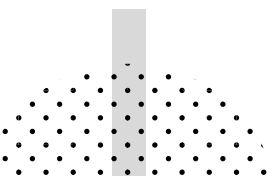


Great

HOW ARE YOU DIFFERENT BETWEEN THIS QUARTER AND THE QUARTER BEFORE IT?

WHAT WAS THE MOST MEMORABLE PART OF THIS QUARTER? DESCRIBE IT.

WHAT OR WHO ARE YOU ESPECIALLY GRATEFUL FOR THIS QUARTER?



WHAT WERE THE 3 BIGGEST LESSONS YOU HAVE LEARNED IN THIS QUARTER?

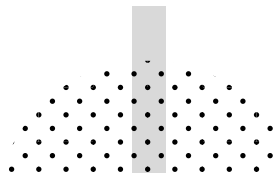
REVIEW YOUR PLANNER FOR THE PAST QUARTER AND ASSESS YOUR PRIORITIES. ARE YOU HAPPY WITH HOW YOU SPENT YOUR TIME? IF NOT, WHAT ARE THE CONCRETE ACTIONS YOU CAN TAKE TO IMPROVE IN THE UPCOMING QUARTER?

“

*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?

SCHEDULED EVENTS

What is happening this month?

EMERGENT PROJECTS

What projects have emerged this month?

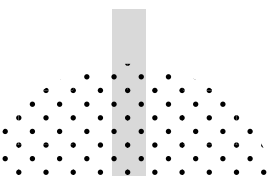
TO-DO LIST

What needs to be completed in this month?

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WED





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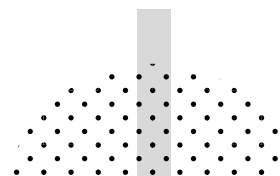
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NOTES

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



Week 1:

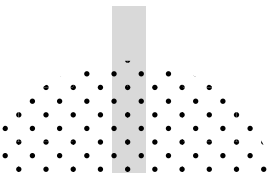
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



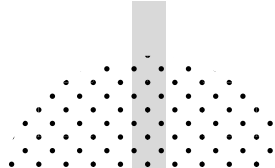
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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 BIG WINS FOR THE WEEK?

1. _____
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3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

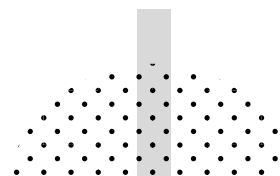
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- John C Maxwell -



Week 2:

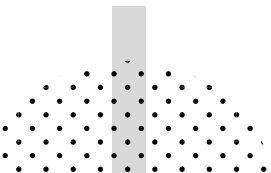
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



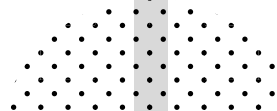
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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Week 2 Review

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



Terrible



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Okay



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Great

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WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

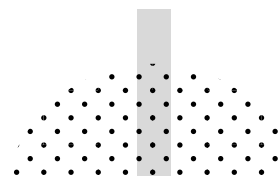
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- Walt Disney -



Week 3:

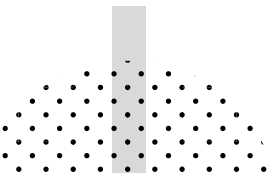
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



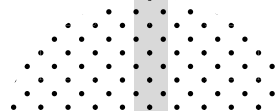
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

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3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

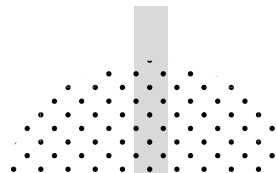
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



Either you run the day or the day runs you.



- Jim Rohn -



Week 4:

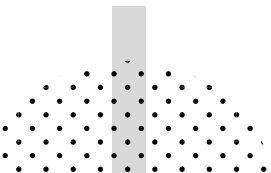
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



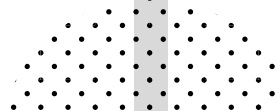
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
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WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

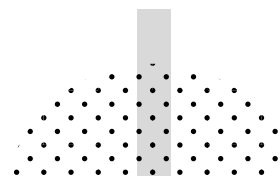
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- Arthur Ashe -



Month:

THIS MONTH'S FOCUS

What will you accomplish this month?

SCHEDULED EVENTS

What is happening this month?

EMERGENT PROJECTS

What projects have emerged this month?

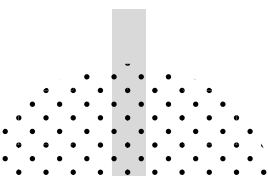
TO-DO LIST

What needs to be completed in this month?

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WED





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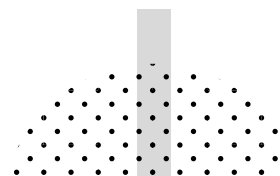
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NOTES

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



Week 5:

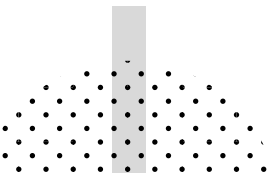
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



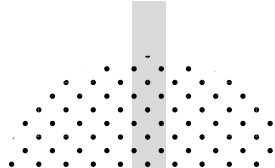
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

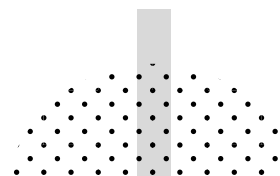
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- Theodore Roosevelt -



Week 6:

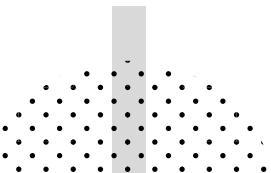
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



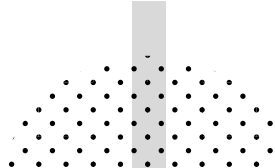
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

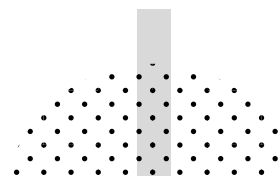
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- Joshua J. Marine -



Week 7:

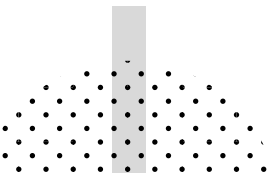
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



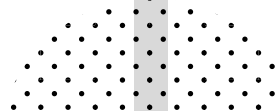
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

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WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

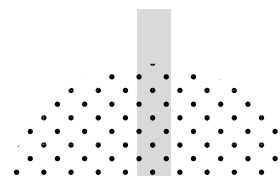
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- Robert Collier -



Week 8:

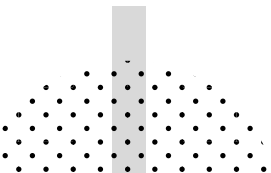
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



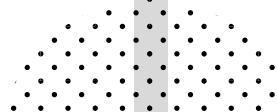
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

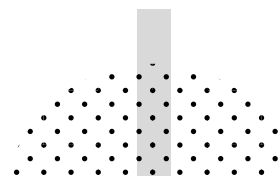
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- John R. Wooden -



Week 9:

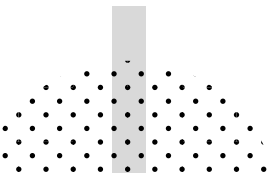
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



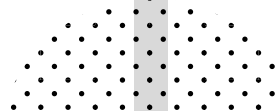
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

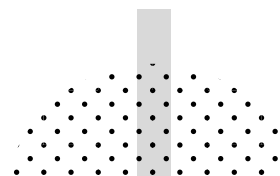
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



Failure is the condiment that gives success its flavor.



- Truman Capote -



Month:

THIS MONTH'S FOCUS

What will you accomplish this month?

SCHEDULED EVENTS

What is happening this month?

EMERGENT PROJECTS

What projects have emerged this month?

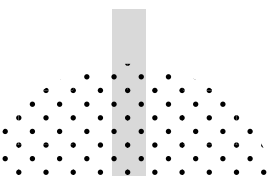
TO-DO LIST

What needs to be completed in this month?

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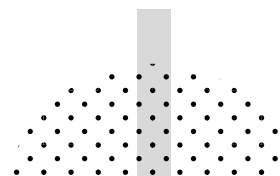
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NOTES

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



Week 10:

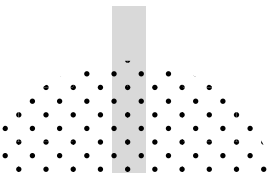
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



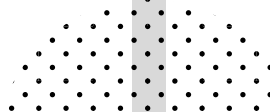
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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 WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

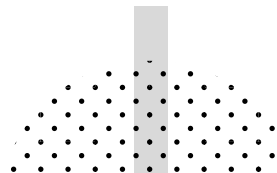
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



All progress takes place outside the comfort zone.



- Michael John Bobak -



Week 11:

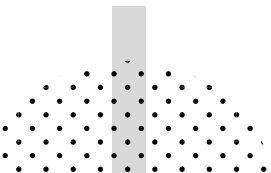
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



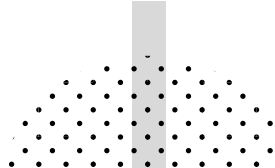
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

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WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

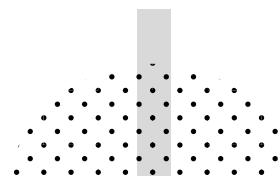
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?

“

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

”

- Winston Churchill -



Week 12:

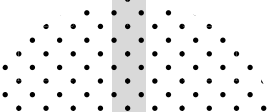
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



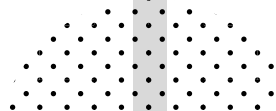
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

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WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

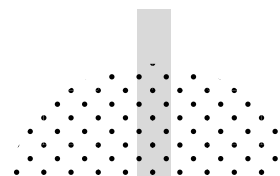
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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:

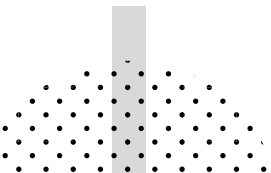
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



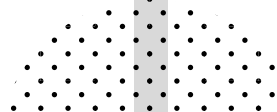
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

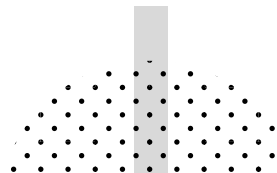
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- T. Harv Eker -



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

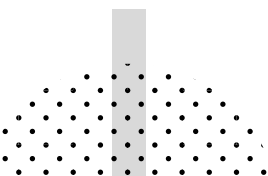


Great

HOW ARE YOU DIFFERENT BETWEEN THIS QUARTER AND THE QUARTER BEFORE IT?

WHAT WAS THE MOST MEMORABLE PART OF THIS QUARTER? DESCRIBE IT.

WHAT OR WHO ARE YOU ESPECIALLY GRATEFUL FOR THIS QUARTER?



WHAT WERE THE 3 BIGGEST LESSONS YOU HAVE LEARNED IN THIS QUARTER?

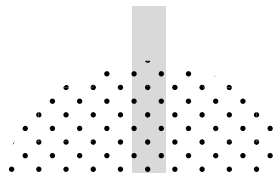
REVIEW YOUR PLANNER FOR THE PAST QUARTER AND ASSESS YOUR PRIORITIES. ARE YOU HAPPY WITH HOW YOU SPENT YOUR TIME? IF NOT, WHAT ARE THE CONCRETE ACTIONS YOU CAN TAKE TO IMPROVE IN THE UPCOMING QUARTER?

“

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?

SCHEDULED EVENTS

What is happening this month?

EMERGENT PROJECTS

What projects have emerged this month?

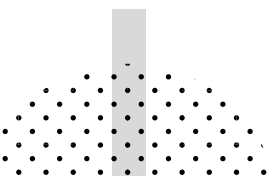
TO-DO LIST

What needs to be completed in this month?

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WED





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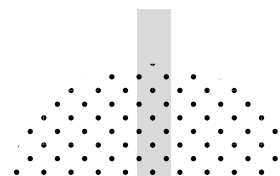
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NOTES

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



Week 1:

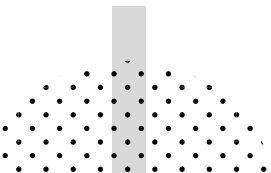
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



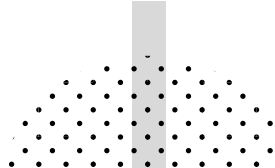
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

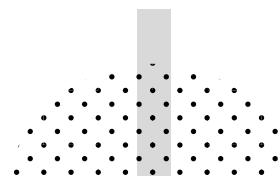
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- John C Maxwell -



Week 2:

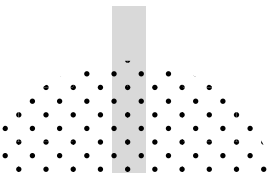
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



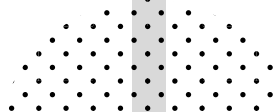
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

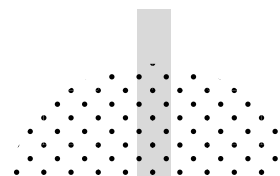
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- Walt Disney -



Week 3:

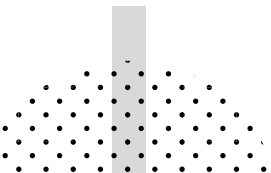
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



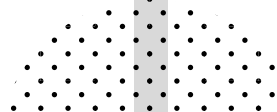
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

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WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

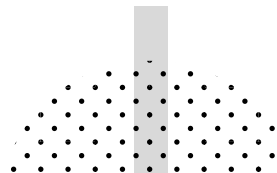
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



Either you run the day or the day runs you.



- Jim Rohn -



Week 4:

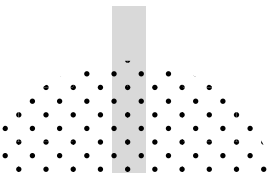
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



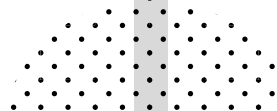
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

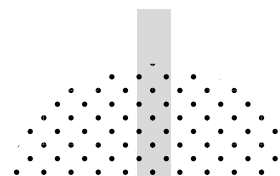
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- Arthur Ashe -



Month:

THIS MONTH'S FOCUS

What will you accomplish this month?

SCHEDULED EVENTS

What is happening this month?

EMERGENT PROJECTS

What projects have emerged this month?

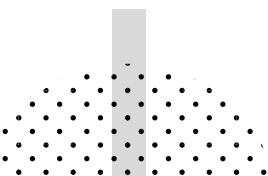
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What needs to be completed in this month?

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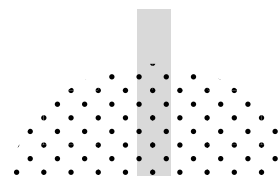
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NOTES

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



Week 5:

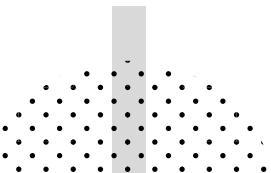
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



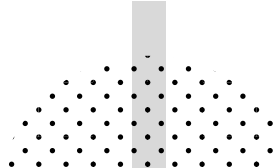
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

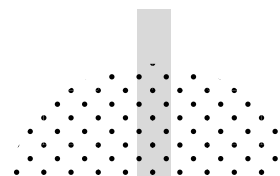
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- Theodore Roosevelt -



Week 6:

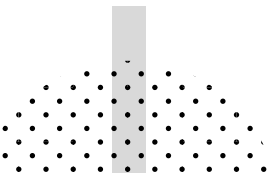
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



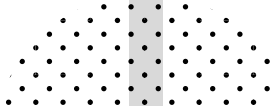
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

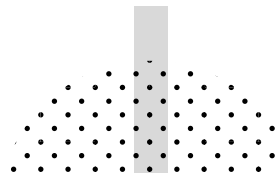
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- Joshua J. Marine -



Week 7:

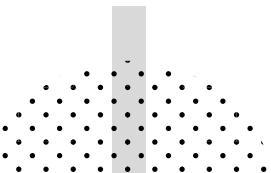
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



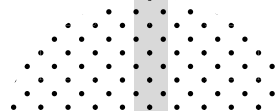
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

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WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

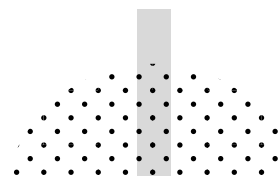
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- Robert Collier -



Week 8:

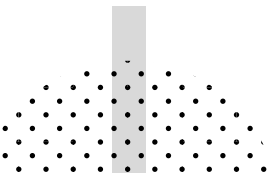
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



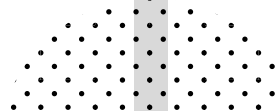
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

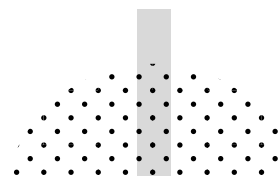
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- John R. Wooden -



Week 9:

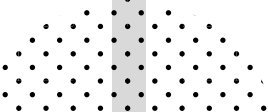
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



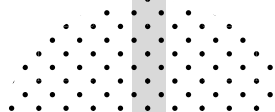
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

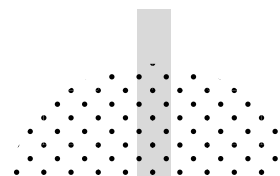
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



Failure is the condiment that gives success its flavor.



- Truman Capote -



Month:

THIS MONTH'S FOCUS

What will you accomplish this month?

SCHEDULED EVENTS

What is happening this month?

EMERGENT PROJECTS

What projects have emerged this month?

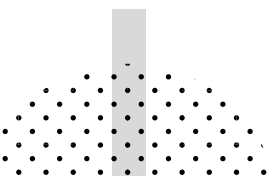
TO-DO LIST

What needs to be completed in this month?

MON

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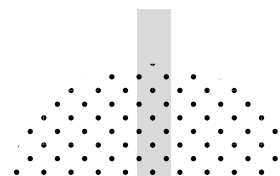
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NOTES

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



Week 10:

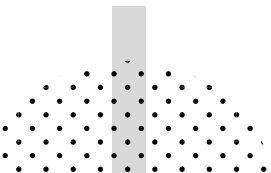
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



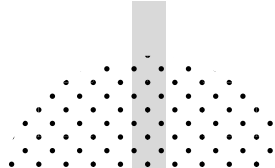
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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 WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

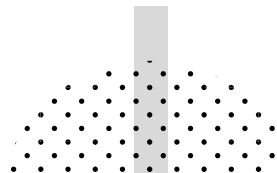
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?

“

All progress takes place outside the comfort zone.

”

- Michael John Bobak -



Week 11:

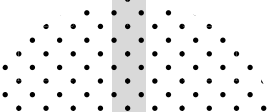
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



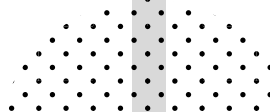
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

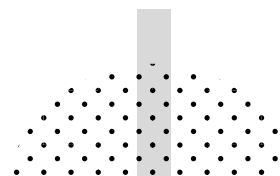
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- Winston Churchill -



Week 12:

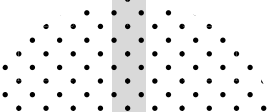
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



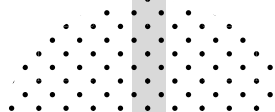
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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

WHAT WERE YOUR 3 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

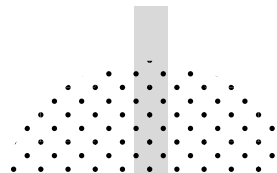
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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:

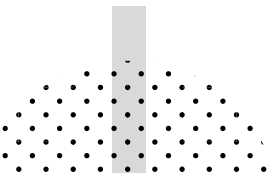
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THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



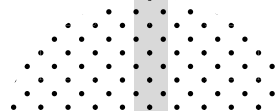
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19:00				
20:00				
21:00				
22:00				
23:00				

THIS WEEK'S FOCUS

What will you accomplish this week?

TO-DO LIST

What needs to be completed this week?



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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 BIG WINS FOR THE WEEK?

1. _____
2. _____
3. _____

WHAT WAS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

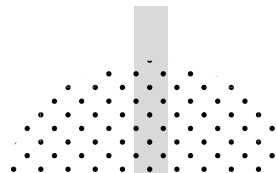
REVIEW YOUR GOAL AND ASSESS YOUR PROGRESS. DID YOU SPEND YOUR TIME ON THE RIGHT THINGS? IF NOT, HOW WILL YOU IMPROVE NEXT WEEK?



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



- T. Harv Eker -



Quarter 4 Review

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



Terrible



Bad



Okay



Good

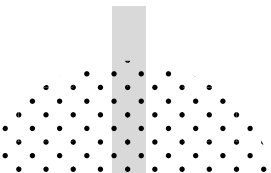


Great

HOW ARE YOU DIFFERENT BETWEEN THIS QUARTER AND THE QUARTER BEFORE IT?

WHAT WAS THE MOST MEMORABLE PART OF THIS QUARTER? DESCRIBE IT.

WHAT OR WHO ARE YOU ESPECIALLY GRATEFUL FOR THIS QUARTER?



WHAT WERE THE 3 BIGGEST LESSONS YOU HAVE LEARNED IN THIS QUARTER?

REVIEW YOUR PLANNER FOR THE PAST QUARTER AND ASSESS YOUR PRIORITIES. ARE YOU HAPPY WITH HOW YOU SPENT YOUR TIME? IF NOT, WHAT ARE THE CONCRETE ACTIONS YOU CAN TAKE TO IMPROVE IN THE UPCOMING 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.

”

- Leonardo Da Vinci -

