

How to plan a great week in 20 minutes

What makes a great week is not necessarily how productive you are, but how much attention you've paid to what matters most to you. Follow these steps every Friday and give yourself a good shot at having a great week. Thirty or forty great weeks in a year makes for a pretty darned great year.

1. Pause and reflect

Record your accomplishments by copying down the goals you completed from last week. Add extra goals you finished. Note issues, help you need and offer, what's getting in your way, including conflicts you see ahead.

2. Make a plan

Professional growth goals

Review and update your professional growth goals, and choose one important small step you can finish this week to

- Stay energized _____
- Build valuable skills _____
- Build strong relationships _____
- Make something better _____

Other goals

- Using your goal crafting techniques, start with a verb and make sure each goal is Specific, Measurable, and Achievable this week. Don't include anything you know you won't do. _____
- _____
- _____
- _____
- _____
- _____

3. Schedule the important stuff

Make sure you put your professional goals into your calendar.