

Monday Momentum

Plan for the week of _____

Last Week's Accomplishments			
Accomplishment	Reason Why	Further Progress	Action to Take

Greatest Insight From Last Week: _____

TO DO's For This Week

1. ☐ _____
2. ☐ _____
3. ☐ _____
4. ☐ _____
5. ☐ _____
6. ☐ _____
7. ☐ _____
8. ☐ _____
9. ☐ _____
10. ☐ _____

TOP 3 MUST DO's For This Week

1. ☐ _____
2. ☐ _____
3. ☐ _____

Strategic Think Plan™	
Possible Obstacles to Accomplishing Your Goals	Strategies to Overcome the Possible Obstacles
1	
2	
3	
4	
5	

Small In-Between Tasks I Could Do	Complete
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Mindful Moments:

- Take a mental break
- Step away from your desk
- Close email and other distractions to allow you full focus time

Looking forward, I need to...

Thought of the Week: _____

Your name: _____