

## 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	

<b>Small In-Between Tasks I Could Do</b>		<b>Complete</b>
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...

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Thought of the Week: \_\_\_\_\_

Your name: \_\_\_\_\_