

The Weekly List

1. On a separate sheet of paper, write down every task and activity you want to get done this week. Consult your to-do list, project lists, calendar, email, etc.
2. Transfer the tasks and activities on your list to the grid below, matching each item to one of the team's Master Priorities.
3. For any item that doesn't fit into a Master Priority, consider whether you can delete it, delegate it, defer it, or do it quickly.
4. Identify the 2 or 3 items ("Key Commitments") that ***must*** be done by the end of this week.

Master Priorities	Tasks/Activities (flag top 2 to 3 <i>Key Commitments</i>)
1.	
2.	
3.	
4.	
5.	