Weekly Goals

Name:

Instructions:

- In the "Week" section, insert the week number or date range for the week you plan.

- Under "Goals," list the specific objectives you want to achieve during the week.

- Break each goal into actionable tasks or steps in the "Tasks / Actions" column.

- Assign a priority level to each task (e.g., High, Medium, Low) in the "Priority" column.

- Set each task's deadline or due date in the "Deadline" column.

- As you progress through the week, update the "Status" column to reflect the status of each task (e.g., Not Started, In Progress, Completed).

- In the "Challenges & Notes" section, note any potential challenges or obstacles you anticipate and any additional notes relevant to the week's goals.

- Use the "Reflections & Lessons Learned" section to jot down your thoughts on the week's achievements, what went well, what could be improved, and any lessons you've learned.

- In the "Next Week's Goals" section, plan for the upcoming week by listing the goals you want to carry forward or set new ones.

- You can print this template or use it digitally in spreadsheet software like Microsoft Excel or Google Sheets to plan and track your weekly goals effectively. Feel free to customize the template according to your preferences and needs.

Week No.				
Goals	**Tasks/Actions**	**Priority**	**Deadline**	**Status**

Challenges & Notes:

Reflections & Lessons Learned:

Next week's goals: