ORGANIZE IT: WEEKLY PLANNER

TRACK WHAT'S ON YOUR MIND AND PLAN YOUR WEEK

SHEET: **WEEK:** **2012**

MIND SWEEP

CLEAR YOUR HEAD OF ANY OPEN LOOPS

WEEKLY TASKS

DETAIL ALL YOUR TASKS FOR THE WEEK

	TASK	TIME	DAYS
01			M T W T F S S
02			M T W T F S S
03			M T W T F S S
04			M T W T F S S
05			M T W T F S S
06			M T W T F S S
07			M T W T F S S
08			M T W T F S S
09			M T W T F S S
10			M T W T F S S
11			M T W T F S S
12			M T W T F S S
13			M T W T F S S
14			M T W T F S S
15			M T W T F S S
16			M T W T F S S
17			M T W T F S S
18			M T W T F S S
19			M T W T F S S
20			M T W T F S S
21			M T W T F S S
22			M T W T F S S
23			M T W T F S S
24			M T W T F S S

MISC NOTES

ANY NOTES OR THOUGHTS RELEVANT TO THE WEEK

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