

WEEKLY FOCUSING PROCESS

STEP 1: GET ORGANIZED

- Review calendar
- Gather project lists and/or project action plans
- Gather all task ("To-Do") lists

STEP 2: REVIEW PROJECTS

- Select projects that you will work on during the upcoming week. Revise priorities if necessary.

STEP 3: PLAN YOUR WEEK

- Identify specific tasks for the major projects you have selected to work on this week, along with any other tasks you intend to do this week.

STEP 4: SCHEDULE TASKS

- Transfer all tasks you intend to do this week into your calendar. Create appointments on the days/times you intend to work on completing each task. Alternatively, put the task into "Outlook Tasks" with a due date and reminder to notify you on the day and at the time that it is to be completed.