

## 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.