

[TEMPLATE] Personal Accountability: Weekly Planning Sheet

My Plan for this Week

| Year | Month | Date | Comments |
|------|-------|------|----------|
| x | | | |

Non-Project Work

| ## | Client/Supplier | Action Required | Needed By | Priority | Flags |
|----|-----------------|-----------------|-----------|----------|-------|
| 01 | | | | | |
| 02 | | | | | |
| 03 | | | | | |
| 04 | | | | | |
| 05 | | | | | |
| 06 | | | | | |
| 07 | | | | | |
| 08 | | | | | |
| 09 | | | | | |
| 10 | | | | | |

Project Work

Project #1

| Client/Supplier | Project Name | Completion Target |
|-----------------|--------------|-------------------|
| - | | |

| ## | Client/Supplier | Action Required | Needed By | Priority | Flags |
|----|-----------------|-----------------|-----------|----------|-------|
|----|-----------------|-----------------|-----------|----------|-------|

| ## | Client/Supplier | Action Required | Needed By | Priority | Flags |
|-----------|------------------------|------------------------|------------------|-----------------|--------------|
| 01 | | | | | |
| 02 | | | | | |
| 03 | | | | | |
| 04 | | | | | |
| 05 | | | | | |

Project #2

| Client/Supplier | Project Name | Completion Target |
|------------------------|---------------------|--------------------------|
| — | | |

| ## | Client/Supplier | Action Required | Needed By | Priority | Flags |
|-----------|------------------------|------------------------|------------------|-----------------|--------------|
| 01 | | | | | |
| 02 | | | | | |
| 03 | | | | | |
| 04 | | | | | |
| 05 | | | | | |

Project #3

| Client/Supplier | Project Name | Completion Target |
|------------------------|---------------------|--------------------------|
| — | | |

| ## | Client/Supplier | Action Required | Needed By | Priority | Flags |
|-----------|------------------------|------------------------|------------------|-----------------|--------------|
| 01 | | | | | |
| 02 | | | | | |
| 03 | | | | | |
| 04 | | | | | |
| 05 | | | | | |

Project #4

| Client/Supplier | Project Name | Completion Target |
|------------------------|---------------------|--------------------------|
| – | | |

| ## | Client/Supplier | Action Required | Needed By | Priority | Flags |
|-----------|------------------------|------------------------|------------------|-----------------|--------------|
| 01 | | | | | |
| 02 | | | | | |
| 03 | | | | | |
| 04 | | | | | |
| 05 | | | | | |

Project #5

| Client/Supplier | Project Name | Completion Target |
|------------------------|---------------------|--------------------------|
| – | | |

| ## | Client/Supplier | Action Required | Needed By | Priority | Flags |
|-----------|------------------------|------------------------|------------------|-----------------|--------------|
| 01 | | | | | |
| 02 | | | | | |
| 03 | | | | | |
| 04 | | | | | |
| 05 | | | | | |

General Notes

| ## | Client/Supplier |
|-----------|------------------------|
| 01 | |
| 02 | |
| 03 | |
| 04 | |
| 05 | |

| ## | Client/Supplier |
|-----------|------------------------|
| 06 | |
| 07 | |
| 08 | |
| 09 | |
| 10 | |

