| MEETING SCHEDULE (FAMILY & WORK) |   |                    |  |  |  |  |  |
|----------------------------------|---|--------------------|--|--|--|--|--|
| TIME                             | MEETING/APPOINTMENT                           | PREPARATION NEEDED |  |  |  |  |  |
|                                  |   |                    |  |  |  |  |  |
|                                  |   |                    |  |  |  |  |  |
|                                  |   |                    |  |  |  |  |  |
|                                  |   |                    |  |  |  |  |  |
|                                  | DECISION LOG Important decisions made & their | outcomes           |  |  |  |  |  |
|                                  |   |                    |  |  |  |  |  |

| DECISION | OUTCOME | FOLLOW-UP NEEDED? |  |
|----------|---------|-------------------|--|
|          |         | Yes No            |  |

## WINS & CELEBRATIONS

## TOMORROW'S ADVANCE PREP

| Record achievements for today | What can you do today for tomorrow? |
|-------------------------------|-------------------------------------|
|                               |                                     |

## WEEKLY OVERVIEW

|     | ···• |     |     |       |     |     |
|-----|------|-----|-----|-------|-----|-----|
| SUN | MON  | TUE | WED | THURS | FRI | SAT |
|     |      |     |     |       |     |     |
|     |      |     |     |       |     |     |
|     |      |     |     |       |     |     |
|     |      |     |     |       |     |     |
|     |      |     |     |       |     |     |
|     |      |     |     |       |     |     |