



Weekend Planner

What went well this week? Highlights/Wins?

1. _____

2. _____

3. _____

Clarity on Mission: Why am I doing what I'm doing? What's my purpose (remind yourself here).

Example: Going for #1 Territory Manager/Sales Rep on or before Dec 15th 20____? Why? To provide for my family and set myself up for a promotion, and make the next step with _____ organization.

I do this because:

Calendar Review: Make sure all your meetings are set for the next two weeks. If not document what you need to do below:

Reach out to: _____

Reach out to: _____

Reach out to: _____

Reach out to: _____

Reach out to: _____

Reach out to: _____

Issues/Headwinds:

What issues/headwinds are coming up this week? If you were the only one in the world that was able to fix these issues, what would you do? List three ideas to those solutions.

Problem 1: _____

Solution 1: _____

Solution 2: _____

Solution 3: _____

Problem 2: _____

Solution 1: _____

Solution 2: _____

Solution 3: _____

Problem 3: _____

Solution 1: _____

Solution 2: _____

Solution 3: _____

Attack List - 80/20 Rule and Gameplan for the Week:

What **NEW** business can I generate this week? Take out a sheet of paper and write an exhaustive list. Next, Stack Rank those from highest probability (soonest to close – this is a gut take on) to least likely to close in that order.

Attack List Top 3 Opportunities on Monday:

Opportunity 1: _____

Opportunity 2: _____

Opportunity 3: _____

Etc...

Finally, remind yourself that 80% of your business comes from 20% (or less) of your customers. 80% of your results comes from 20% of your effort/activity.

So....what activity is actually working & effective? Write those down.

1. _____

2. _____

3. _____

Take time to do a quick pulse check and review on all these other areas of life:

- Financial
- Spiritual
- Emotional
- Fitness
- Intellectual
- Family
- Social

What is working? What needs to improve? What actionable steps can you take this week for each of these areas?

Now, the last (and absolutely vital!) step in this process. Go spend ***focused*** and ***engaged time*** with your family and friends! If you have kids & a spouse, go give them a kiss and tell them how much you love them! Have a relaxing weekend. Come out on Monday focused on your Top 3 opportunities on your weekly Attack List.