

**@ACTION** *Detail out all your next actions*

01	<input type="checkbox"/>				
02	<input type="checkbox"/>	TASK	DUE DATE	DELEGATED TO	
03	<input type="checkbox"/>				
04	<input type="checkbox"/>				
05	<input type="checkbox"/>				
06	<input type="checkbox"/>				
07	<input type="checkbox"/>				
08	<input type="checkbox"/>				
09	<input type="checkbox"/>				
10	<input type="checkbox"/>				
11	<input type="checkbox"/>				
12	<input type="checkbox"/>				
13	<input type="checkbox"/>				
14	<input type="checkbox"/>				
15	<input type="checkbox"/>				
16	<input type="checkbox"/>				
17	<input type="checkbox"/>				
18	<input type="checkbox"/>				
19	<input type="checkbox"/>				
20	<input type="checkbox"/>				
21	<input type="checkbox"/>				
22	<input type="checkbox"/>				
23	<input type="checkbox"/>				
24	<input type="checkbox"/>				
25	<input type="checkbox"/>				

**@WAITING FOR** *Detail out all your delegated actions*

01	<input type="checkbox"/>				
02	<input type="checkbox"/>	TASK	DELEGATED TO	DUE DATE	
03	<input type="checkbox"/>				
04	<input type="checkbox"/>				
05	<input type="checkbox"/>				
06	<input type="checkbox"/>				
07	<input type="checkbox"/>				
08	<input type="checkbox"/>				
09	<input type="checkbox"/>				
10	<input type="checkbox"/>				
11	<input type="checkbox"/>				
12	<input type="checkbox"/>				
13	<input type="checkbox"/>				

**@PHONE** *Detail all of your phone calls needing to be made*

01	<input type="checkbox"/>			
02	<input type="checkbox"/>	CALL	DUE DATE	
03	<input type="checkbox"/>			
04	<input type="checkbox"/>			
05	<input type="checkbox"/>			
06	<input type="checkbox"/>			
07	<input type="checkbox"/>			
08	<input type="checkbox"/>			

**@SOMEDAY** *Detail out a list of possible projects or next actions*

01			
02	TASK	NEXT ACTION?	
03			
04			
05			
06			
07			
08			

**AGENDAS** *Items to discuss in key meetings*

01			
02	MEETING	AGENDA ITEM	MEETING DATE
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			

**NOTES** *Key points or thoughts relevant to the week*

01	
02	
03	
04	
05	

**WEEKLY PRIORITIES** *Top 3 priorities for week ahead*

01	
02	
03	

**CALENDAR**

COMPACT CALENDAR 2010							COMPACT CALENDAR 2010						
#	MONTH	M	T	W	R	F	#	MONTH	M	T	W	R	F
52		21	22	23	24	25	26	July	28	29	30	01	02
53	January	28	29	30	31	01	27		05	06	07	08	09
1		04	05	06	07	08	28		12	13	14	15	16
2		11	12	13	14	15	29		19	20	21	22	23
3		18	19	20	21	22	30	August	26	27	28	29	30
4		25	26	27	28	29	31		02	03	04	05	06
5	February	01	02	03	04	05	32		09	10	11	12	13
6		08	09	10	11	12	33		16	17	18	19	20
7		15	16	17	18	19	34		23	24	25	26	27
8		22	23	24	25	26	35	September	30	31	01	02	03
9	March	01	02	03	04	05	36		06	07	08	09	10
10		08	09	10	11	12	37		13	14	15	16	17
11		15	16	17	18	19	38		20	21	22	23	24
12		22	23	24	25	26	39	October	27	28	29	30	01
13	April	29	30	31	01	02	40		04	05	06	07	08
14		05	06	07	08	09	41		11	12	13	14	15
15		12	13	14	15	16	42		18	19	20	21	22
16		19	20	21	22	23	43		25	26	27	28	29
17	May	26	27	28	29	30	44	November	01	02	03	04	05
18		03	04	05	06	07	45		08	09	10	11	12
19		10	11	12	13	14	46		15	16	17	18	19
20		17	18	19	20	21	47		22	23	24	25	26
21		24	25	26	27	28	48	December	29	30	01	02	03
22	June	31	01	02	03	04	49		06	07	08	09	10
23		07	08	09	10	11	50		13	14	15	16	17
24		14	15	16	17	18	51		20	21	22	23	24
25		21	22	23	24	25	January	27	28	29	30	31	01

\* Compact Calendar courtesy of David Seah, davidseah.com

**WEEKLY REVIEW** *Perform Friday afternoons to reflect on week*

01	
02	
03	