

Start Date: \_\_\_\_\_


# Unscheduled Weekly To Dos

End Date: \_\_\_\_\_

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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Notes/Misc:

## Tips for Weekly To Dos:

- Review Scheduled Commitments This Week.  
*Total all unscheduled hours:*
- What needs attention this week?  
*Personal, Work, Projects, Family...*
- Use time circles. 
- Don't assign specific days to tasks.
- \* = "absolutely must do" items.
- Don't fill up every hour.  
*Leave some open space.*
- Do this before work on Monday.  
*Takes about 20 minutes.*