

# WEEK AT A GLANCE

A companion to this post: <https://taraswiger.com/done/>

## My 3 MITs for the week (Most Important Tasks):

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*How does this line up with my Big Goals for the year?*

What other tasks do I need to do this week? (*appointments, meetings, lunch dates, phone calls*)

## Daily MITs (Fill these out as you go, or all at once - whatever works for you!)

Monday:

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Tuesday:

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Wednesday:

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Thursday:

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Friday:

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## TIME FOR REVIEW:

What went well this week?

What do you need to carry over to next week?