Plan your week.

Make time for your clients, your work and yourself.

Week beginning

What would make this a good week?

Before you fill the week

Check client appointments and personal commitments.

Leave room for preparation, travel and follow-through.

Review what you promised and what is due.

Confirm any changes with the people involved.

Three things that deserve your time

First priority

Second priority

Third priority

What needs to move, wait or be discussed?

Fill in and save, or print a fresh copy. Keep personal details somewhere private.