



PERSONAL WEEKLY ACTION ITEMS LIST TEMPLATE

Start date:		End date:	
-------------	--	-----------	--

PREVIOUS WEEK REFLECTION

What went well? _____

What obstacles did I face? _____

What am I grateful for? _____

Did I hit my targets? _____

What do I need to work on? _____

No.	Action Item	Priority	Category	Done
1				<input type="checkbox"/>
2				<input type="checkbox"/>
3				<input type="checkbox"/>
4				<input type="checkbox"/>
5				<input type="checkbox"/>
6				<input type="checkbox"/>
7				<input type="checkbox"/>
8				<input type="checkbox"/>
9				<input type="checkbox"/>
10				<input type="checkbox"/>