Scheduling Your Month-Week-Day

Projects between now and end of 2022:

Task or Goal	DUE DATE	Estimated time to complete (hrs)	Start Date	End Date	Actual hours to complete

Now, plot out what needs to be done *each week* in order to hit your deadline.

MONTH:		
Week 1 Goals:		
1.		
2.		
3.		
Week 2 Goals:		
1.		
2.		
3.		
Week 3 Goals:		
1.		
2.		
3.		
Week 4 Goals:		
1.		
2.		
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MONTH:		
Week 1 Goals:		
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Week 2 Goals:		
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Week 3 Goals:		
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Week 4 Goals:		
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MONTH:		
Week 1 Goals:		
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Week 2 Goals:		
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3.		
Week 3 Goals:		
1.		
2.		
3.		
Week 4 Goals:		
1.		
2.		
3.		

MONTH:				
Week 1 Goals				
Monday:	Tuesday:	Wednesday	Thursday:	Friday:
1. 2.	1. 2.	1. 2.	1. 2.	1. 2.
Week 2 Goals		•		
Monday: 1. 2.	Tuesday: 1. 2.	Wednesday 1. 2.	Thursday: 1. 2.	Friday: 1. 2.
Week 3 Goals				
Monday: 1. 2.	Tuesday: 1. 2.	Wednesday 1. 2.	Thursday: 1. 2.	Friday: 1. 2.
Week 4 Goals		•		
Monday: 1. 2.	Tuesday: 1. 2.	Wednesday 1. 2.	Thursday: 1. 2.	Friday: 1. 2.