## Scheduling Your Month-Week-Day

Projects between now and end of 2022:

| Task or Goal | $\begin{aligned} & \text { DUE } \\ & \text { DATE } \end{aligned}$ | Estimated time to complete (hrs) | Start Date | End Date | Date completed | Actual hours to complete |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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|  |  |  |  |  |  |  |

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.
3.

## MONTH:

Week 1 Goals:
1.
2.
3.

Week 2 Goals:
1.
2.
3.

Week 3 Goals:
1.
2.
3.

Week 4 Goals:
1.
2.
3.

## MONTH:

Week 1 Goals:
1.
2.
3.

Week 2 Goals:
1.
2.
3.

Week 3 Goals:
1.
2.
3.

Week 4 Goals:
1.
2.
3.

## MONTH:

## Week 1 Goals

| Monday: | Tuesday: | Wednesday | Thursday: | Friday: |
| :--- | :--- | :--- | :--- | :--- |
| 1. | 1. | 1. | 1. | 1. |
| 2. | 2. | 2. | 2. |  |


| $\qquad$ | $\qquad$ | Wednesday <br> 1. <br> 2. | Thursday: 1. 2. | Friday: 1. 2. |
| :---: | :---: | :---: | :---: | :---: |
| Week 3 Goals |  |  |  |  |
| Monday: <br> 1. <br> 2. | Tuesday: <br> 1. <br> 2. | Wednesday <br> 1. <br> 2. | Thursday: <br> 1. <br> 2. | Friday: <br> 1. <br> 2. |

Week 4 Goals

| Monday: | Tuesday: | Wednesday | Thursday: | Friday: |
| :--- | :--- | :--- | :--- | :--- |
| 1. | 1. | 1. | 1. | 1. |
| 2. | 2. | 2. | 2. | 2. |

