

(WEEK)

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Top 3 Goals for the week:

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### TASKS

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### WRITING / EDITING

**Focus:**

**Goal:**

### MARKETING / BUSINESS

**Focus:**

**Goal:**

### CAREER / ED

**Focus:**

**Goal:**

### LIFE / JOY

**Focus:**

**Goal:**

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### NOTES

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>	<b>SUNDAY</b>
Events & Reminders		Writing & Editing	Marketing & Business	Life / Joy		

# Month in Review

## Financials

Month Open: \$ \_\_\_\_\_  
Earned: \$ \_\_\_\_\_  
Spent: \$ \_\_\_\_\_  
Month End: \$ \_\_\_\_\_

## Goals

Words/Pages Goal: \_\_\_\_\_  
Completed: \_\_\_\_\_

## Successes & Celebrations

## For Next Month:

## Learning's & Adjustments

What did I move forward from last month I thought I'd complete?

# Quarter Review

Compared to your plans, how are you doing? Don't be afraid to adjust. While most deadlines are solid find your other, moveable plans and shift where necessary. Staying on a wrong path isn't "winning" – it's just getting to the wrong place faster. So, how's it going?

SUCSESSES & CELEBRATIONS

LEARNINGS & ADJUSTMENTS

UPDATES!

# Quarter in Review

Remember! Tracking your accomplishments not only is a feel-good practice, but it helps you plan your next year. Don't forget to track what you've DONE for each Quarter as you finish them.

## **ACCOMPLISHMENTS & DEADLINES for OTHERS**

Q1

Q2

Q3

Q4

## **SELF-CREATED Accomplishments & Deadlines**

Q1

Q2

Q3

Q4

## **PROJECT WISH LIST – Accomplishments & Aims**

Q1

Q2

Q3

Q4

## **PERSONAL – Accomplishments & Aims**

Q1

Q2

Q3

Q4