# The Weekly Action Planner

Your Weekly Dashboard to Keep Your Projects Going

**February 2012**

| M | T | W | Th | Fr | St | Sn |
|---|---|---|---|---|---|---|
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 1 | 2 | 3 | 4 |

## Weekly Project Slots

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---|---|---|---|---|---|---|
| 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 |

## Projects In Focus

What are Your Major Projects For This Week?

| Project | Due Date | Scheduled |
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## Scheduled Events

What Events Do You Have Scheduled This Week?

| Day | Time | Event |
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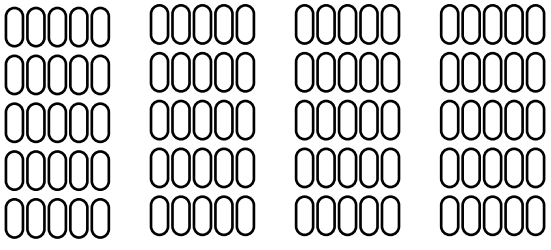
## Notes

Not a project, task, or event but still important? Jot it here...

## Completed Tasks

How many tasks did you actually complete?



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