

PRINT THEM ALL OR CHOOSE & PICK.

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EPHESIANS 5:15-17 - So be careful how you live. Don't live like fools, but like those who are wise. Make the most of every opportunity in these evil days. Don't act thoughtlessly, but understand what the Lord wants you to do.

PSALM 90:12 - Teach us to number our days, that we may gain a heart of wisdom.



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Thank You LORD for another week!

WEEK OF

BIBLE VERSE(S)

RESPONSIBILITIES | TASKS

MOST IMPORTANT | FINISH THIS WEEK:

LEAST IMPORTANT | START THIS WEEK:

GOAL(S) TO MEET

NOTES | OTHER

REMINDERS

- CHORES
- RECREATION
- CHURCH/FELLOWSHIP
- \$AVE
- FAMILY TIME
- RELAX

WEEKLY TASK LIST

MONTH OF

1st WEEK'S MAIN GOAL: _____

-
-
-
-
-
-

2nd WEEK'S MAIN GOAL: _____

-
-
-
-
-
-

3rd WEEK'S MAIN GOAL: _____

-
-
-
-
-
-

4th WEEK'S MAIN GOAL: _____

-
-
-
-
-
-

DAILY TASK LIST

DATE

S M T W T H F S

URGENT | IMPORTANT

DO NOW/FOCUS

-
-
-
-
-
-
-
-
-
-
-
-
-

NOT URGENT | IMPORTANT

DO LATER/PLAN

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-

URGENT | NOT IMPORTANT

ON FREE TIME/OUTSOURCE

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-
-
-

NOT URGENT | NOT IMPORTANT

ELIMINATE/LIMIT

-
-
-
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-
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-
-
-

END OF THE WEEK PROGRESS | PRODUCTIVITY REVIEW

DATE

DID ANYTHING GOOD HAPPEN THIS WEEK?
ANY GREAT NEWS/BLESSINGS? COUNT THEM!

DID I COMPLETE ANY TASKS/GOALS I SET ON DOING?
WHAT WERE THEY? DID I FALL SHORT ALONG THE WAY?

DID MY ACTIONS BRING ME CLOSER TO MY SHORT TERM GOAL(S)?
WHAT HABITS COULD I KEEP WORKING ON?

POMODORO TECHNIQUE

DATE

S M T W T H F S

TASKS

TIME: EST. ACT.

MARK OFF



TASKS	TIME: EST.	ACT.

25 min.	take 5	25 min.	take 5	25 min.	take 5	25 min.	20-30 min. break
25 min.	take 5	25 min.	take 5	25 min.	take 5	25 min.	20-30 min. break
25 min.	take 5	25 min.	take 5	25 min.	take 5	25 min.	20-30 min. break
25 min.	take 5	25 min.	take 5	25 min.	take 5	25 min.	20-30 min. break
25 min.	take 5	25 min.	take 5	25 min.	take 5	25 min.	20-30 min. break
25 min.	take 5	25 min.	take 5	25 min.	take 5	25 min.	20-30 min. break
25 min.	take 5	25 min.	take 5	25 min.	take 5	25 min.	20-30 min. break
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25 min.	take 5	25 min.	take 5	25 min.	take 5	25 min.	20-30 min. break
25 min.	take 5	25 min.	take 5	25 min.	take 5	25 min.	20-30 min. break

COMPLETED

DATE

S M T W T H F S

TASKS

TIME: EST. ACT.

MARK OFF



TASKS	TIME: EST.	ACT.

25 min.	take 5	25 min.	take 5	25 min.	take 5	25 min.	20-30 min. break
25 min.	take 5	25 min.	take 5	25 min.	take 5	25 min.	20-30 min. break
25 min.	take 5	25 min.	take 5	25 min.	take 5	25 min.	20-30 min. break
25 min.	take 5	25 min.	take 5	25 min.	take 5	25 min.	20-30 min. break
25 min.	take 5	25 min.	take 5	25 min.	take 5	25 min.	20-30 min. break
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