



# Week-At-A-Glance

At the beginning of the week, fill in the "Today's Meetings" lines with the time and title of any meetings you have that day. Then fill in the "Due Today" lines with any items due. Finally, fill in the "To-Do This Week" lines with tasks and the corresponding due date for that task. Then assign each task a number in the priority blank. Assign #1 to the task that's due the soonest.

Once that's done, print out this PDF to check off the items manually, or check them off on your computer and save the file for future reference.

**Week of:**

\_\_\_\_\_

## MONDAY

*Today's Meetings:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DUE TODAY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TUESDAY

*Today's Meetings:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DUE TODAY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## WEDNESDAY

*Today's Meetings:*

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\_\_\_\_\_

**DUE TODAY:**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## THURSDAY

*Today's Meetings:*

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**DUE TODAY:**

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## FRIDAY

*Today's Meetings:*

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**DUE TODAY:**

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\_\_\_\_\_  
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\_\_\_\_\_

## To-Do This Week:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Due Date: \_\_\_\_\_ Priority: \_\_\_\_\_

Due Date: \_\_\_\_\_ Priority: \_\_\_\_\_

Due Date: \_\_\_\_\_ Priority: \_\_\_\_\_

Due Date: \_\_\_\_\_ Priority: \_\_\_\_\_

Due Date: \_\_\_\_\_ Priority: \_\_\_\_\_