

Weekly Goal Planner

A reusable planning sheet for career development, business growth, training follow-through, and accountability.

Use one planner each week. Set three priorities, schedule measurable actions, and complete the weekly review before creating the next plan.

Week of: _____

Primary focus: _____

My Three Most Important Goals

1. Goal: _____

Success will look like: _____

2. Goal: _____

Success will look like: _____

3. Goal: _____

Success will look like: _____

Weekly Activity Targets

Activity	Target	Actual
Applications or prospecting messages		
Calls		
Follow-ups		
Meetings/interviews		
Learning or practice hours		
Revenue or income goal		
Other		

Daily Action Plan

Day	Top Priority	Scheduled Actions	Completed / Notes
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Lead / Opportunity Follow-Up

Name/Company	Opportunity	Last Contact	Next Action	Due Date

Weekly Review

Biggest win: _____

What did not get completed and why:

Most effective activity: _____

Lesson learned: _____

Who needs a follow-up next week: _____

Next week's primary focus: _____

Accountability

Planner completed by: _____

Date reviewed: _____