THE AMAZING MANAGER'S

Weekly Planner

A CLEARER WEEK. A STRONGER YOU. A BRIGHTER TEAM.

Plan with intention. Lead with impact.

1. PRIORITIES

What are the three things that matter most this week?

1. i
2.
3.

Focus on the work that moves things forward.

2. PEOPLE

Who needs my time, support, feedback or recognition?

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Invest in your people. Great teams don't happen by accident.

3. FOLLOW-UPS

What am I waiting for?
What do I need to follow up on?

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Keep things moving and prevent surprises.

4. DELEGATE

What am I doing that someone else could own?

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Let go of what you can, so you can focus on what only you can do.

5. CONVERSATIONS

What conversation do I need to have rather than avoid?

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Clear, timely conversations build stronger teams.

6. IDEAS / NOTES

Other thoughts, ideas or reminders for this week.

Capture it now, so you can focus on it later.

7. REFLECT (END OF THE WEEK)

Take a few minutes to look back.

What worked well?

What was challenging?

What will I do differently next week?

Small steps each week lead to big progress over time.

Amazing Managers
LEARN - REFLECT - GROW - CONNECT

You've got this.