

Management Video Series - Time Management for Leaders

Weekly Planning Meeting Template: Questions to Explore

Reflection on the Previous Week:

What went well?

What do I want to do differently this week?

Did I prioritize my time to reflect the things that are most important to me?

Do I have anything that I didn't get to last week that I need to continue working on this upcoming week?

Planning for the Upcoming Week:

What are my top priorities this week (at work and at home)?

What appointments and/or meetings do I have already scheduled? *(add these to your calendar if necessary)*

What prep work do I need to do in advance of my appointments and/or meetings? *(schedule prep time on your calendar)*

What are the POPs (Purpose, Outcomes, Process) of my appointment and/or meetings next week?

What else do I hope to accomplish outside of my appointments and/or meetings? *(schedule the actual time you need to do these things on your calendar)*

Am I comfortable with my calendar after scheduling everything *(appointments plus actual time to accomplish things on my list)*

Am I prioritizing my time so that I am spending it on the things most important to me at work and personally?

Do I need support to accomplish things on my to-do list next week? If so, what type of support do I need and from whom?