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| Name: | Project: | Week of: |

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| **Done (last week)** | **Issues (to be resolved)** | **To Do (this week)** |
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| **Key References:**1.
2.
3.
4.
5.
 | **Meetings/Appointments***
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| This worksheet implements a simplified version of David Allen’s “Getting Things Done” approach to improved productivity.AT THE START OF THE WEEK.1. Complete this week’s *Done* list
	1. Transfer *To Do*’s and *Issues* from last week that have been completed or resolved.
	2. Insert any new *To Do*’s that were completed last week.
2. Complete this week’s *Issues* list.
	1. Transfer *Issues* from last week that were not resolved*.*
	2. Insert any new *Issues* that prevented any of last week’s *To Do* items from being completed.
3. Complete this week’s *To Do* list.
	1. Transfer *To Do* items from last week that weren’t completed.
	2. Insert any new *To Do* items.
4. Insert this week’s *Meetings and Appointments*.
5. Insert key references that you want to track.
6. Share a copy of both last week’s updated worksheet and this week’s new worksheet with your supervisor.

DURING THE WEEKAdd new *Issues* and *To* *Do*’s in italics. | DoneIssuesTo DoDoneIssuesTo DoLast weekThis week*Done* – Items that were completed or resolved last week.*Issues* – Items that you need others to complete or resolve so that you can complete outstanding tasks.*To Do* – Tasks that you plan to start, continue, or complete this week. |