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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:** | **Meetings/Appointments** | |
| 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 WEEK  Add new *Issues* and *To* *Do*’s in italics. | | Done  Issues  To Do  Done  Issues  To Do  Last week  This 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. |