

WEEKLY TASK PLANNER

Tasks down the side, days across. Mark the days each task is planned with an X; tick the box when it's done; count the marks per day at the bottom.

Week starting _____ Team / person _____

Task	Owner	Mon	Tue	Wed	Thu	Fri	Sat	Sun		Notes
									☐	
									☐	
									☐	
									☐	
									☐	
									☐	
									☐	
									☐	
									☐	
									☐	
									☐	
									☐	
									☐	
									☐	

Planned per day: _ _ _ _ _ _ _ Done this week ____ of ____