

QUARTERLY PLANNING WORKSHEET

21 for 21
Stand Out Virtually

REFLECTING ON THIS LAST QUARTER

MY ACCOMPLISHMENTS THIS QUARTER	
HAVITS I'VE DEVELOPED	
WHAT'S WORKED	
WHAT'S NOT	
THINGS TO LEVERAGE or EXPAND	
THINGS TO MINIMIZE or STOP	
THINGS TO NOTE	

LOOKING AHEAD TO THE THIS NEXT QUARTER

TOP 3-5 PRIORITIES	
AT THE END OF THIS QUARTER, I WANT TO....	
KEY PROJECTS/ACTIVITIES	
COSNSISTENT ACTIONS TO UNDERTAKE (ONE THING TO DO ON A DAILY BASIS)	

NOTES: