# THIS WEEK

Good planning leads to good work. "Plan your work, and then work your plan" is not just a cute phrase; it is actually good advice on how to maximize your work week.

1) Make a list of everything you need to do this week. Just list them out in no particular order. It is important just to get the list on paper so you don't forget anything critical to your success for the week.
2) AFTER you have listed everything, then prioritize the list.
3) Start working on #1 and keep proceeding through your list. Try not to be distracted by 'urgent' items that are not truly 'important'.

| Priority | Action to be Taken |
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