

Smart Goal 2 Week Focus Planner

Smart Goal

Day

Actions Taken

1.

2.

3.

Main Tasks Week 1

4.

1. _____

5.

2. _____

6.

3. _____

7.

8.

Notes:

9.

Main Tasks Week 2

10.

1. _____

11.

12.

2. _____

13.

3. _____

14.

Review - what has gone well/needs attention

W/C.....