

Weekly Command Sheet

Priorities • Carry-forward tasks • Daily execution • Closeout

WEEK OF: _____

MAIN FOCUS: _____

NON-NEGOTIABLE: _____

TOP 3 PRIORITIES

- ☐ _____
- ☐ _____
- ☐ _____

CARRY FORWARD

- ☐ _____
- ☐ _____
- ☐ _____

DAILY EXECUTION

MONDAY

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

CARRY: _____

TUESDAY

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

CARRY: _____

WEDNESDAY

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

CARRY: _____

THURSDAY

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

CARRY: _____

FRIDAY

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

CARRY: _____

CALLS / EMAILS

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

WAITING ON

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

PARKING LOT

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

END-OF-WEEK CLOSEOUT

DONE: _____ MOVE FORWARD: _____ DROP / DELEGATE: _____