

## Weekly Planning Summary

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### Align, Plan, Prioritize

Our Align, Plan, Prioritize model as the basis for effective attention and time management. The model includes three primary steps:

<b>Align</b>	Develop personal goals based on the department's or/organization's goals.
<b>Plan</b>	Schedule time weekly to make time for high priority activities first and ensure that you are continuously revisiting your personal goals and making progress on them.
<b>Prioritize</b>	On a daily basis, align your To Do list with your priorities by re-evaluating the previous day and rescheduling any high priority items that are still outstanding.

### Weekly Planning Steps

This is a critical meeting you have with yourself each week with the goal of setting 2-3 weekly goals.

Follow these three steps to guide you:

- Look at long term goals.
  - ✓ What progress have you made?
  - ✓ What are the important next steps?
- Review goals you set.
  - ✓ What progress have you made?
  - ✓ What are the important next steps?
- Look over your To Do list.
  - ✓ How have the priorities changed?
  - ✓ How will you align the most important priorities with your longer term goals?

### Prioritize Daily to stay aligned with your Weekly Plan

- Look at your schedule to determine how you can be most effective. Change your schedule as appropriate to allocate time to your priorities.
- Review your weekly plan daily to keep it top of mind
- Did you finish or do you need to adjust?
- Do you need to make time for new issues?