

Administrator's Weekly Planning Form

Instructions: Review the current firm goals, then your calendar. Work backwards from upcoming deadlines and meeting dates in order to block preparation time in advance on your calendar. Also plan what you must delegate.

PRIORITY FOCUS: Schedule these long-term tasks into your Power Hour time blocks.		
FINANCIAL GOALS:		
FACILITIES GOALS:		
ADMINISTRATIVE GOALS:		
TECHNOLOGY/EQUIPMENT GOALS:		
STAFFING GOALS:		
What can you do to...		
• Acknowledge/reward/motivate staff? _____		
• Train staff? _____		
• Hire staff? _____		
• Practice delegating more? _____		
FAMILY/PERSONAL GOALS:	EXERCISE GOALS:	SPIRITUAL GOALS: