

These boxes are your work "buckets." Batch your tasks however it makes sense for you.

Week of _____

For Team

To Do

Cross things off when you're done

- ① Launching new program. send questions to me

- ④ Changing my job title

- ② Bulletin blurbs to me by Tues

-

-

-

-

-

-

-

-

- ② ~~write bulletin article~~

- ③ prep Rel Ed night

- ① send out newsletter

- ② prep youth group

- ④ Email formation reminders

-

-

-

-

-

-

-

Prioritize your tasks by urgency and time needed to complete.

Convos

Long Term

- ① Fr. --Confessions for retreat

- ③ Finance person - can we set up text to give?

-

-

-

-

-

-

-

-

-

- Refine vision statement

- new curriculum for next year?

- Talk Fr. into new Mass sched

-

-

-

-

-

-

-

-

-

Week of _____

[Greyed-out header box]

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

[Greyed-out header box]

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

[Greyed-out header box]

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

[Greyed-out header box]

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____