Weekly Workflow: Project Tasks and Todo's

Use this template for personal productivity or share with your team. Make sure you weekly todo's and projects are getting done efficiently and on-time.

WEEK OF:

GOALS FOR THE WEEK:

- [ ] 1.
- [ ] 2.
- [ ] 3.
- [ ] 4.
- [ ] 5.

ASSIGNED TASKS TO TEAM

- [ ] 1.
- [ ] 2.
- [ ] 3.
- [ ] 4.
- [ ] 5.

MONDAY

- [ ] 1.
- [ ] 2.
- [ ] 3.

TUESDAY:

- [ ] 1.
- [ ] 2.
- [ ] 3.

WEDNESDAY

- [ ] 1.

- [ ] 2.
- [ ] 3.

THURSDAY:

- [ ] 1.
- [ ] 2.
- [ ] 3.

FRIDAY:

- [ ] 1.
- [ ] 2.
- [ ] 3.

TEAM CHECK-IN MEETING

- [ ] 1.
- [ ] 2.
- [ ] 3.

GOALS ACCOMPLISHED:

- [ ] 1.
- [ ] 2.
- [ ] 3.

TODO'S/TASKS/REMINDERS FOR NEXT WEEK

- [ ] 1.
- [ ] 2.
- [ ] 3.
- [ ] 4.
- [ ] 5.