

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.