



TOP360 Weekly Focus Sheet

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Week: _____

1 · This week's most important result

Not ten tasks — one main result that gives the week a backbone.

2 · Three main priorities

1. _____

2. _____

3. _____

3 · Important, but not yet urgent

What needs time before it becomes a problem?

4 · What I will not do or will limit this week

A priority without renunciation is not a priority.

5 · Energy and rest

What will charge me this week:

Rest scheduled (when):

6 · Main focus of each day

Monday

Tuesday

Wednesday

Thursday

Friday

"A settled mind is not an empty mind. It is a mind that has a trusted system."