

**WEEKLY FOCUS WORKSHEET**

**PURPOSE: Focus.** Track your top 3 tasks week by week.

**WHEN TO USE:** complete before each weekly check-in meeting, and share your responses with your partner during the meeting

Remember, with the Accountability Partnership program, you will only get out what you put in!

Take your time in deciding on your weekly tasks. You can watch a helpful video

on the Resources page help you choose your tasks.

**LAST WEEK**

* What were my tasks last week?
	+ Task 1:
	+ Task 2:
	+ Task 3:
* What results have I achieved in the last week?
	+ Task 1 Results:
	+ Task 2 Results:
	+ Task 3 Results:
* What blocks and barriers did I encounter?

**THIS WEEK**

* Action plan for what I will accomplish this week to move forward on my goals:
	+ Task 1:
	+ Task 2:
	+ Task 3:

*\*Remember to put these tasks on your calendar!*

* Intended outcome/result for each task this week (what I want):
	+ Task 1 Outcome:
	+ Task 2 Outcome:
	+ Task 3 Outcome:
* Purpose behind each task this week (why I want it):
	+ Task 1 Purpose:
	+ Task 2 Purpose:
	+ Task 3 Purpose: