Weekly Goals & Accomplishments

Name / Business: _____ Week: _____

Reward for Completion of Tasks: _____

Goals		Details	Accomplishments	
# of Hours Budgeted	Priority (1 - 3)	Brief Description of Task	Done (Check) ☺	# of Hours Actually Taken
_____	_____	_____	O	_____
_____	_____	_____	O	_____
_____	_____	_____	O	_____
_____	_____	_____	O	_____
_____	_____	_____	O	_____
_____	_____	_____	O	_____
_____	_____	_____	O	_____
_____	_____	_____	O	_____
_____	_____	_____	O	_____
_____	_____	_____	O	_____
_____	_____	_____	O	_____
_____	_____	_____	O	_____
_____	_____	_____	O	_____
_____	_____	_____	O	_____
_____	_____	_____	O	_____
_____	_____	_____	O	_____
_____	_____	_____	O	_____
_____	_____	_____	O	_____
_____	_____	_____	O	_____
_____	_____	_____	O	_____
_____	_____	_____	O	_____
_____	_____	_____	O	_____
_____	_____	_____	O	_____
Total Hours Budgeted			Total Hours Taken	

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