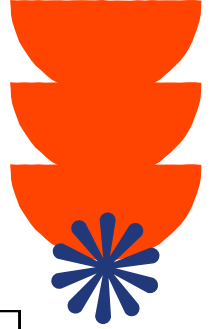




# Weekly Check-In



WEEK OF: \_\_\_\_\_

SUCCESS THIS WEEK MEANS: \_\_\_\_\_

GOALS FOR SUCCESS:

- > .....
- > .....
- > .....

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SELF-CARE THIS WEEK

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

LEADERSHIP THIS WEEK: .....





# Using the weekly Check-in

Do you find yourself articulating what is important to you for your professional and personal success and then filling your calendar with less important things? Let's stop doing that and spend a few minutes each week checking in with what REALLY matters to you.

1. **SUCCESS:** What is going to make you feel successful this year, this semester, this month? (go to my [masterclass on prioritization](#) to learn how to identify this).
2. **GOALS:** What three goals have you identified that support that success? You might not be working on all of them this week, but keeping them front of mind helps you remember that you are pursuing meaningful work and that you likely already have enough on your plate and do not need to take on more.
3. **SELF-CARE:** How are you going to take care of yourself this week? This is NOT spa days, but rather: boundaries, personal development and growth, rest and relaxation, meditation and journaling, exercise and fun.
4. **LEADERSHIP:** Where are you leading, influencing, or facilitating this week?
5. **NOW:** Identify when during the week you are acting on these priorities and goals.

