**MY PRODUCTIVITY WITH STRENGTHS PLAN FOR WEEK OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. DO: How will you make progress on the above?**

**List Your Three Most Important Daily Action Steps.** *Tip: Break down into single tasks as necessary, e.g., exercise half hour.” Block out time on your calendar. Keep on track--check in with yourself hourly.*

1. **PLAN: What areas in your priorities matter most this week?**

*Planning your work is an integral part of your work, so schedule an “executive meeting” with yourself on Friday afternoon or no later than 10 am Monday—or whenever you feel lost.*

**Your top priorities: Dissertation, Job Search, Class Preparation.**

From your priorities, select just three areas that need special attention this week, e.g., “chapter two,” or “update CV.” (Not every priority needs special attention each week.) Considering those three areas, identify one important measurable outcome, a “deliverable” for each one below, e.g., “rough draft.” Next to it note a signature strength you will leverage to facilitate completing it.

1. Strength:
2. Strength:
3. Strength:

……………………………………………………………………

1.

2.

3.

**How I will celebrate my wins:**

*3 things to getter better on*

1.

2.

3.

*3 things that went well*

1.

2.

3.

**3. REVIEW: At end of week, celebrate wins, and contemplate what’s next.**

Monday

1.

2.

3.

Tuesday

1.

2.

3.

Wednesday

1.

2.

3.

Thursday:

1.

2.

3.

Friday

1.

2.

3.

Saturday

1.

2.

3.