

The Key to the Power of 5

Weekly Activity Planning Sheet

How to Use This Document: All successful business owners know that to build your business you must commit to doing five key activities each day in the development of your business. The activities could be in the area of sales, marketing, writing a new policy or procedure. This tool will allow you to document what five key activities you will do each day of the week.

Once you have completed a task you simply write a C for Completed in the C/NC column. If you complete 5 tasks per day for 52 weeks you will have 1300 activities towards your successful business.

Week Number _____ Date of Start of Week _____

Day of Week	Task	Task Activity Details	C/NC
Monday	1.		
	2.		
	3.		
	4.		
	5.		
Tuesday	1.		
	2.		
	3.		
	4.		
	5.		
Wednesday	1.		
	2.		
	3.		
	4.		
	5.		
Thursday	1.		
	2.		
	3.		
	4.		
	5.		
Friday	1.		
	2.		
	3.		
	4.		
	5.		

Notes:
