



GRATITUDE Happiness stems from gratitude. What do I have to be thankful for this week?	MUST FIX What are the unaddressed issues to fix this week? 1. 2. 3. 4. 5.	Q1 Do you have a client that you need to transition out of the company?	Q2 How can your hiring process ensure you hire clients who are a good fit?
TASKS What miscellaneous tasks do I need to take care of? ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	CONTACTS Who do I need to reach out to this week? ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	FOCUS #1: _____ What is it? Why is it important? Who do I need help from? What does success look like? FOCUS #3: _____ What is it? Why is it important? Who do I need help from? What does success look like?	FOCUS #2: _____ What is it? Why is it important? Who do I need help from? What does success look like? FOCUS #4: _____ What is it? Why is it important? Who do I need help from? What does success look like?