

Leader Toolkit

Weekly planning template



We are **RESPONSIBLE** leaders, **DEDICATED TO QUALITY**.

We do the right thing and focus on what matters and deliver results.

Why use this tool

Use this tool to help you better allocate your time. Pay attention to tasks that are important and that can impact the future, rather than only on tasks that are urgent and can be distractions.

You can also use this tool to help a team member who is having difficulty with time management.

When to use this tool

When you feel you are constantly running out of time and would like to be more organised and planned with your work.

You can also use this tool to help a team member who is having difficulty with time management or prioritising tasks. Further, use this tool for team members in the Low Skill/Low Will quadrant of the **Skill/ Will Matrix**.

Also, in cases where a written record of intervention and assistance is required, the tool is most useful.

How to use this tool

Write a list of tasks required for the week, including important detail and task owner if the tool will be shared with a team.

Consider the level of importance and urgency for each task. Use the tool as an input into or in conjunction with **How will you spend your time?** to understand the difference between urgent and important tasks.

Also, use the **Effective Delegation tool** to ensure that when delegating a task, the person you are delegating to knows and understands all aspects of the task.

Tips

- This only covers a week, so the number of **Major Tasks** (high importance) should be **limited**.
- For each major Task, you may also need a **written delegation sheet** to describe all aspects of the task in question.
- If you are using the tool with a team member, take the time to **go through the sheet with them** – do not simply email and assume they will read and understand correctly.

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Name of
Team/Individual

Week commencing

 / / 20

Day	Major Task	Task owner If weekly plan refers to team rather than individual	Level of Importance	Level of Urgency