

- 1** It's **making** a new relationship!
- 1** It's **maintaining** an old relationship!
- 2** It's social or **business development**!
- 2** It's a new article for the blog!
- 2** It's new **self-promotion**!
- 5** It's **concrete** planning or accounting!
- 5** It's **sharp** visual design! Show it!
- 5** It's **publishable** code! Ship it!
- 10** It's signing **new** business!
- 10** It's life-sustaining **billable** work!



WEEK	NUM	BEGINNING MONDAY	MONTH and DAY	YEAR	2010					
10x	0000	5x	0000	2x	0000	1x	0000	=		MONDAY
10x	0000	5x	0000	2x	0000	1x	0000	=		TUESDAY
10x	0000	5x	0000	2x	0000	1x	0000	=		WEDNESDAY
10x	0000	5x	0000	2x	0000	1x	0000	=		THURSDAY
10x	0000	5x	0000	2x	0000	1x	0000	=		FRIDAY
10x	0000	5x	0000	2x	0000	1x	0000	=		SATURDAY
10x	0000	5x	0000	2x	0000	1x	0000	=		SUNDAY

END OF WEEK		TOTAL POINTS	
CONTINUITY NOTES HERE		WHAT ARE YOU DOING? WHAT HAVE YOU DONE?	

The Printable CEO

I once read that effective executives focus only on tasks that move their company forward; everything else can wait! I made this worksheet to help develop that mindset for my freelance design business.

Instructions

Fill in a bubble whenever you get something on the list done! If it's not on the list, it doesn't count!

Read more at davidseah.com/pceo/cgt

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WEEK	NUM	BEGINNING MONDAY	MONTH and DAY	YEAR	2010					

FOCUS	START ANYWHERE	SMALL STEPS
MAINTAIN MOMENTUM	JUST ASK	COMMIT