

WI Ed Summer Weekly Planning Sheet (EXAMPLE)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/Sunday
Morning	Submit weekly report by noon Weekly Team Meeting	Weekly Check-In with Team	Follow-up calls to 10 targets Review 1:1 conversations on training materials	Social media sleuthing to identify 5 leads	Follow-up phone calls to 10 targets	
Afternoon	Send individual emails to 25 targets to set up 1:1s	Send individual emails to 25 targets to set up 1:1s	Send individual emails to 25 targets to set up 1:1s	Scheduled 1:1 phone call Follow-up with people who responded to emails	Scheduled small group Zoom meeting	
Evening	Reach out to ARs for my assigned worksites to identify leads	Follow-up with people who responded to yesterday's emails	Scheduled 1:1 phone call	Scheduled 1:1 Zoom meeting	Submit weekly report	
Daily Objectives	Schedule 2-3 1:1 or small group meetings for the upcoming week	Schedule 2-3 1:1 or small group meetings for the upcoming week		Recruit new member(s)	Recruit new member(s)	

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Monday

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Saturday/Sunday

Morning

Afternoon

Evening

Daily Objectives

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