

12 Week Year Planner Template

Month:	January					
Week:	1					
January 1 - January 7						
January						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Day	Task/Action Item (Description)	Priority	Start Date	End Date	Status
Sunday	Plan the week's goals	High	01/01/2024	01/01/2024	Completed
Monday	Initiate a new project	Medium	01/02/2024	01/08/2024	Completed
Tuesday	Monitor project requirements	High	01/03/2024	01/09/2024	Completed
Wednesday	Update project timeline	Low	01/04/2024	01/10/2024	Completed
Thursday	Assign tasks to team members	High	01/05/2024	01/11/2024	Completed
Friday	Review project progress	Medium	01/06/2024		In Progress
Saturday	Update project documentation	Medium	01/07/2024		In Progress

Instructions:

- Set clear and specific goals for each of your goals.
- Allocate tasks to the weekly planner sections.
- Monitor and review your progress at the end of each week.

12 WEEK YEAR PLANNER TEMPLATE

This template applies the 12-week year concept to boost productivity and goal achievement through focus, accountability, and continuous improvement.



12 Week Year Templates

Y Pai



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