WEEKLY MASTER TASK & ACTION ITEM MATRIX SHEET

CONTEXT CATEGORIZATION, PRIORITY WEIGHT & EXECUTION TRACKING

WEEK OF: _____/_____ to _____/_____EXECUTIVE / LEAD: _____CORE PROJECT: _____ VELOCITY GOAL: 85%+

WEEKLY EXECUTION STANDARD: Sort by Context (@Work, @DeepWork, @Calls, @Admin). Finish high-leverage items before noon!

DONE	PRIORITY	ACTION ITEM & DELIVERABLE SPECIFICATION	CONTEXT / PROJECT	EST TIME	TARGET	OWNER
[ ]	[H] [M] [L]	1.		____ m	M Tu W Th F	
[ ]	[H] [M] [L]	2.		____ m	M Tu W Th F	
[ ]	[H] [M] [L]	3.		____ m	M Tu W Th F	
[ ]	[H] [M] [L]	4.		____ m	M Tu W Th F	
[ ]	[H] [M] [L]	5.		____ m	M Tu W Th F	
[ ]	[H] [M] [L]	6.		____ m	M Tu W Th F	
[ ]	[H] [M] [L]	7.		____ m	M Tu W Th F	
[ ]	[H] [M] [L]	8.		____ m	M Tu W Th F	
[ ]	[H] [M] [L]	9.		____ m	M Tu W Th F	
[ ]	[H] [M] [L]	10.		____ m	M Tu W Th F	
[ ]	[H] [M] [L]	11.		____ m	M Tu W Th F	
[ ]	[H] [M] [L]	12.		____ m	M Tu W Th F	
[ ]	[H] [M] [L]	13.		____ m	M Tu W Th F	
[ ]	[H] [M] [L]	14.		____ m	M Tu W Th F	
[ ]	[H] [M] [L]	15.		____ m	M Tu W Th F	
[ ]	[H] [M] [L]	16.		____ m	M Tu W Th F	
[ ]	[H] [M] [L]	17.		____ m	M Tu W Th F	
[ ]	[H] [M] [L]	18.		____ m	M Tu W Th F	

WEEKLY VELOCITY METRICS: **TASKS PLANNED: _____** **TASKS COMPLETED: _____** **COMPLETION: _____ % ROLLOVER: _____**

Primary Bottleneck Resolved: _____ | Top High-Leverage Win: _____

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