**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11833&utm_source=template-word&utm_medium=content&utm_campaign=Weekly+Task+Planner-word-11833&lpa=Weekly+Task+Planner+word+11833)WEEKLY TASK PLANNER TEMPLATE for Microsoft Word**

PLANNER WEEK 1 - START DATE: MM/DD/YY

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| Monday, MM/DD/YY |  | Thursday, MM/DD/YY |  | TASKS |
| Activity 1 |  | Activity 1 |  | *Task 1* |
| Activity 2 |  | Activity 2 |  | *Task 2* |
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| Tuesday, MM/DD/YY |  | Friday, MM/DD/YY |  | NOTES |
| Activity 1 |  | Activity 1 |  | *Note 1* |
| Activity 2 |  | Activity 2 |  | *Note 2* |
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| Wednesday, MM/DD/YY |  | Saturday, MM/DD/YY |  | Sunday, MM/DD/YY |
| Activity 1 |  | Activity 1 |  | Activity 1 |
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PLANNER WEEK 2 - START DATE: MM/DD/YY

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| Monday, MM/DD/YY |  | Thursday, MM/DD/YY |  | TASKS |
| Activity 1 |  | Activity 1 |  | *Task 1* |
| Activity 2 |  | Activity 2 |  | *Task 2* |
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| Tuesday, MM/DD/YY |  | Friday, MM/DD/YY |  | NOTES |
| Activity 1 |  | Activity 1 |  | *Note 1* |
| Activity 2 |  | Activity 2 |  | *Note 2* |
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| Wednesday, MM/DD/YY |  | Saturday, MM/DD/YY |  | Sunday, MM/DD/YY |
| Activity 1 |  | Activity 1 |  | Activity 1 |
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PLANNER WEEK 3 - START DATE: MM/DD/YY

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| Monday, MM/DD/YY |  | Thursday, MM/DD/YY |  | TASKS |
| Activity 1 |  | Activity 1 |  | *Task 1* |
| Activity 2 |  | Activity 2 |  | *Task 2* |
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| Tuesday, MM/DD/YY |  | Friday, MM/DD/YY |  | NOTES |
| Activity 1 |  | Activity 1 |  | *Note 1* |
| Activity 2 |  | Activity 2 |  | *Note 2* |
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| Wednesday, MM/DD/YY |  | Saturday, MM/DD/YY |  | Sunday, MM/DD/YY |
| Activity 1 |  | Activity 1 |  | Activity 1 |
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PLANNER WEEK 4 - START DATE: MM/DD/YY

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| Monday, MM/DD/YY |  | Thursday, MM/DD/YY |  | TASKS |
| Activity 1 |  | Activity 1 |  | *Task 1* |
| Activity 2 |  | Activity 2 |  | *Task 2* |
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| Tuesday, MM/DD/YY |  | Friday, MM/DD/YY |  | NOTES |
| Activity 1 |  | Activity 1 |  | *Note 1* |
| Activity 2 |  | Activity 2 |  | *Note 2* |
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| Wednesday, MM/DD/YY |  | Saturday, MM/DD/YY |  | Sunday, MM/DD/YY |
| Activity 1 |  | Activity 1 |  | Activity 1 |
| Activity 2 |  | Activity 2 |  | Activity 2 |
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PLANNER WEEK 5 - START DATE: MM/DD/YY

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| Monday, MM/DD/YY |  | Thursday, MM/DD/YY |  | TASKS |
| Activity 1 |  | Activity 1 |  | *Task 1* |
| Activity 2 |  | Activity 2 |  | *Task 2* |
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| Tuesday, MM/DD/YY |  | Friday, MM/DD/YY |  | NOTES |
| Activity 1 |  | Activity 1 |  | *Note 1* |
| Activity 2 |  | Activity 2 |  | *Note 2* |
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| Wednesday, MM/DD/YY |  | Saturday, MM/DD/YY |  | Sunday, MM/DD/YY |
| Activity 1 |  | Activity 1 |  | Activity 1 |
| Activity 2 |  | Activity 2 |  | Activity 2 |
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