



6+2 WEEK GOAL CYCLE

For writers and content producers

Start date: ____/____/____

End date: ____/____/____

Flex week(s): ____/____/____ to ____/____/____

PROJECTS OR CONTENT STREAMS ACTIVE THIS CYCLE

- _____
- _____
- _____
- _____

- _____
- _____
- _____
- _____

1-2 "BIG BATCH" PROJECTS

<6 BENCHMARKS FOR EACH BIG BATCH

1: _____



- _____
- _____
- _____
- _____
- _____
- _____

2: _____



- _____
- _____
- _____
- _____
- _____
- _____

4-8 "Small Batch" Projects (1 day to two weeks to complete)

1: _____

 Expected duration: ____ Weeks ____ Days

2: _____

 Expected duration: ____ Weeks ____ Days

3: _____

 Expected duration: ____ Weeks ____ Days

4: _____

 Expected duration: ____ Weeks ____ Days

5: _____

 Expected duration: ____ Weeks ____ Days

6: _____

 Expected duration: ____ Weeks ____ Days

7: _____

 Expected duration: ____ Weeks ____ Days

8: _____

 Expected duration: ____ Weeks ____ Days

WEEK#

M

TU

W

TH

F

1

/	/	/	/	/

2

/	/	/	/	/

3

/	/	/	/	/

4

/	/	/	/	/

5

/	/	/	/	/

6

/	/	/	/	/

f

/	/	/	/	/

f

/	/	/	/	/

Notes and reflections:
