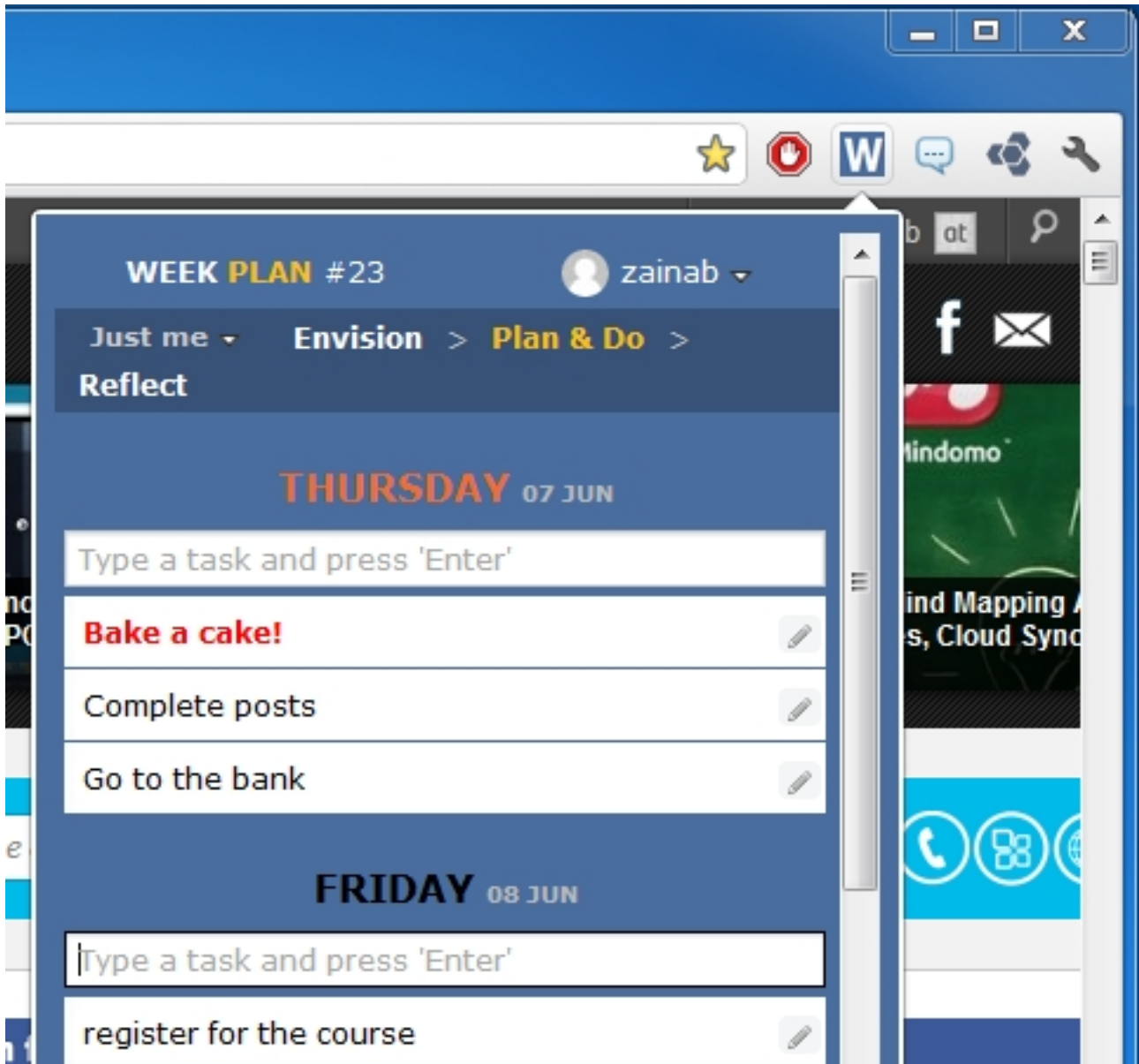


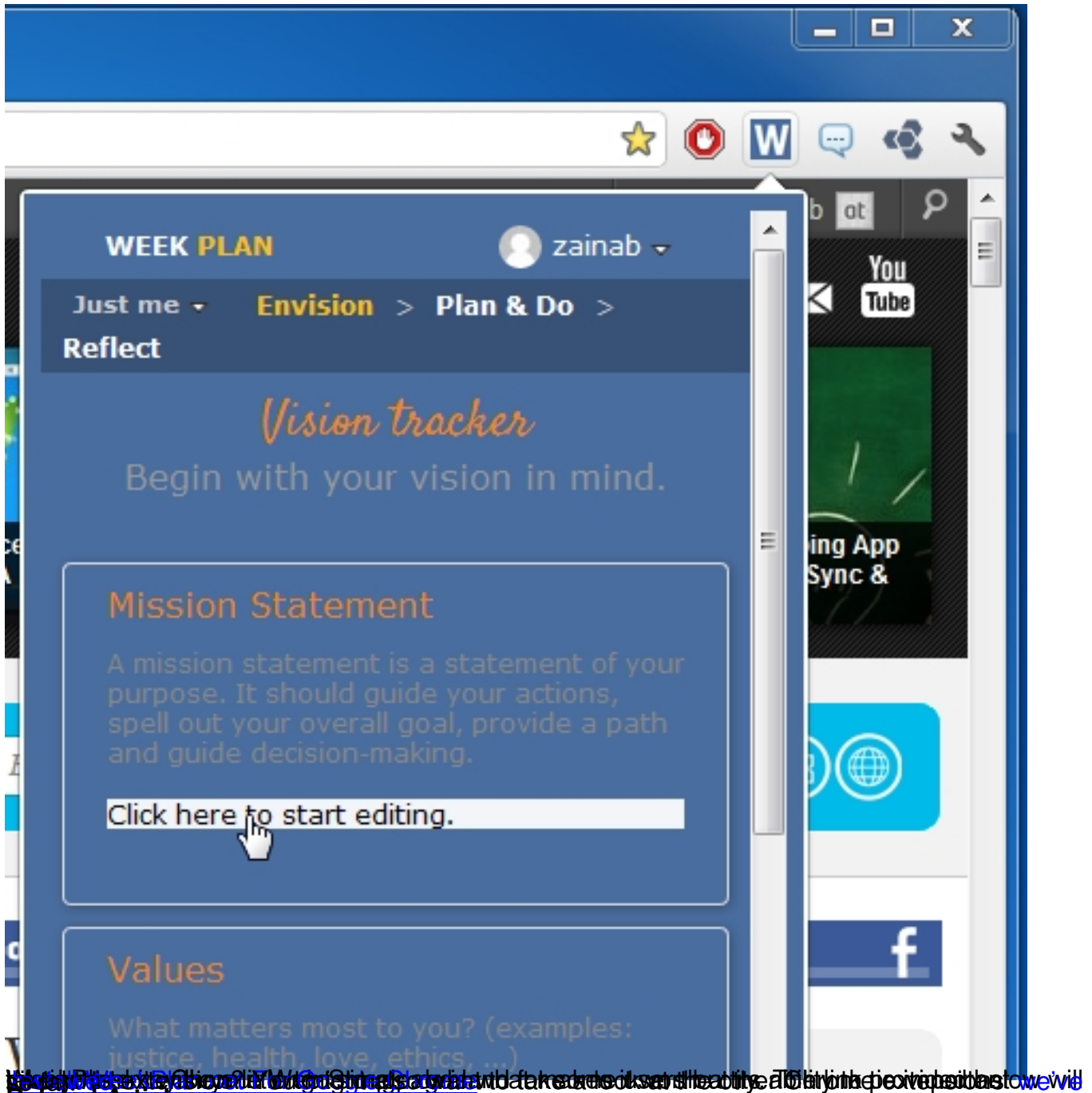
There are many task management tools available online, but most of them come with a lot of features and are too complicated. If you want something simple and don't want to get loads of reminders, emails or notifications, then **WeekPlan.net** might be what you're looking for. The Chrome extension basically provides you with a weekly planner, where you can list down daily tasks that you need to accomplish for the week, and at the same time, define and keep an eye on your long-term goals.

The extension has three parts to it - *Envision*, *Plan & Do* and *Reflect*. The *Envision* section lets you set long-term goals, the *Plan & Do* option is your weekly planner where you can organize, drag & drop daily tasks and cross out completed ones, whereas the the *Reflect* option allows adding journal entries.

To start off, click the button in the toolbar and start typing in your daily tasks. WeekPlan lets you add as many tasks as you want, drag them from one day to another, click tasks to cross them out or remove them from the list completely. Moreover, you can add an exclamation mark (!) at the end of each task to mark it as urgent or important; this will make it appear in a red, bold font.



With the Envision category, you can specify a *Mission Statement, Values, Long-Term Goals* a



Related Articles:

1. [PerCal Allows Keeping Track Of Your Events Even When Offline \[Chrome\]](#)
2. [Get Work Done By Keeping Track Of Time \[Productivity\]](#)
3. [Make Scrolling Easier When Reading Long Articles In Chrome](#)

[Read more](#)