Weekly Planning Template

A good week starts with deciding what matters before the week decides for you. This one-page template walks you through a simple weekly planning routine that takes about 15 minutes.

It's undated, so you can print as many copies as you like. The full routine is written out below as well.

Before the week starts (15 minutes)

- [ ] Clear your inboxes and notes into one task list
- [ ] Look at your calendar for fixed commitments
- [ ] Choose three priorities that would make the week a success
- [ ] Block time in your calendar for each priority first
- [ ] Fit remaining tasks around those blocks
- [ ] Pick one thing you will deliberately not do this week

Each day (5 minutes)

- [ ] Check today's time blocks
- [ ] Pick the top task for today and do it first if you can
- [ ] Move unfinished tasks to a specific day — not just 'later'

End-of-week review

- [ ] Which priorities did I complete?
- [ ] What got in the way?
- [ ] What will I do differently next week?
- [ ] What am I proud of this week?

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