

How to Use This Planner

Fill this out every Sunday evening or Monday morning. The key principle: focus on IMPACT, not just activity. If everything is a priority, nothing is. Pick your battles wisely.

Week of: ____/____/____ to ____/____/____

WEEKLY INTENTION

If I could only accomplish ONE thing this week, it would be:

Why does this matter? (Connect to bigger goal):

THE BIG 3 (High-Impact Tasks)

These are your non-negotiables. Protect time for these FIRST.

Priority #1	Deadline	Done?
_____	_____	<input type="checkbox"/>
Priority #2	Deadline	Done?
_____	_____	<input type="checkbox"/>
Priority #3	Deadline	Done?
_____	_____	<input type="checkbox"/>

DAILY FOCUS BLOCKS

Plan your deep work blocks. Batch similar tasks together.

Day	Deep Work Block (2h)	Key Meeting	End-of-Day Win
Monday	_____	_____	_____
Tuesday	_____	_____	_____
Wednesday	_____	_____	_____
Thursday	_____	_____	_____
Friday	_____	_____	_____

ENERGY MANAGEMENT

What should I STOP or DELEGATE this week?

1. _____
2. _____
3. _____

What should I say NO to this week?

1. _____
2. _____

FRIDAY REVIEW (Fill at End of Week)

What went well this week?

What didn't go as planned?

What will I do differently next week?

Energy level at end of week (1-10): _____