Weekly Planning Page

"My week has no shape." Three priorities, protected focus time and a Friday review.

Week of _____

This week's three priorities

1 _____

2 _____

3 _____

Focus blocks for the week

One protected block a day, 45–90 minutes, booked in your calendar. Write the time and the one thing you'll do in it.

Day	Time	The one thing I'll do in it
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Notes

Week of _____

Today's Top 3

Each with a next action. Tick "Shutdown" when you've written your three-line shutdown note.

Day	Top 3, each with a next action	Shutdown
Monday	1 2 3	☐
Tuesday	1 2 3	☐
Wednesday	1 2 3	☐
Thursday	1 2 3	☐
Friday	1 2 3	☐

Friday review **20 minutes**

- ☐ Empty my capture inbox into my master list
- ☐ Ask AI: "Which tasks are overdue, which can be dropped, and which should I raise with my manager?"
- ☐ Delete or archive what no longer matters
- ☐ Choose next week's three priorities

What went well this week?

What drained me?

Rate my week (1–10)

How calm did my days feel?	1 2 3 4 5 6 7 8 9 10
How often did work follow me home? (10 = never)	1 2 3 4 5 6 7 8 9 10
How much important work did I finish?	1 2 3 4 5 6 7 8 9 10