WEEKLY PRODUCTIVITY PLANNER

A calmer way to plan your priorities, protect your time, and make meaningful progress.

WEEK OF	MY WORD FOR THE WEEK

01 Set your weekly direction

My main focus this week	
By the end of this week, I want to have	
One thing I will deliberately not prioritise	

02 Choose your top priorities

Keep the list focused. Choose the work that will make the biggest difference.

PRIORITY	WHY IT MATTERS	NEXT ACTION	DUE DAY

03 Plan your week

Give each day one clear anchor task. Leave room for the unexpected.

DAY	MOST IMPORTANT TASK	OTHER TASKS / APPOINTMENTS	NOTES
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

DAY	MOST IMPORTANT TASK	OTHER TASKS / APPOINTMENTS	NOTES
SATURDAY			
SUNDAY			

MAKE SPACE FOR WHAT MATTERS

A good plan is not about filling every hour. It is about giving your best attention to the right things.

04 Make time for focused work

Choose realistic focus blocks. Keep them manageable, protect them from distractions, and include breaks.

DAY / TIME	FOCUS TASK	WHAT MIGHT DISTRACT ME?	HOW I'LL HANDLE IT

05 Your weekly review

Take a few minutes to notice what worked and what you want to adjust.

What went well?	
What did not go as planned, and why?	
What should I change next week?	
One thing I am proud of:	

A GENTLE REMINDER

A useful productivity plan is flexible. Adjust it when priorities change instead of treating the plan as a test you can fail.

Small steps, clear priorities, and room to breathe.