Weekly planner

Week of _____

1. Backlog
Write every task you might do this week, with a time estimate in minutes.

2. Give each a day
Move tasks onto days. Each day holds about 7 hours of real work: shade one box per hour.

3. Give each a time
Block the tasks onto the day's schedule, biggest priority first. That's time blocking.

4. Review
Each evening, move what's left to tomorrow or back to the backlog. Then tick the day off.

THIS WEEK'S GOALS (three at most)

#	GOAL	WHY IT MATTERS	DONE
1			
2			
3			

BACKLOG (everything for this week; circle the day it goes on)

TASK	MINUTES	DUE	DAY
			M T W T F S S
			M T W T F S S
			M T W T F S S
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Weekly planner

Week of _____

Monday

Date _____

TO DO

TASK	MIN	✓

WORKLOAD (shade an hour per hour planned)

1h 2h 3h 4h 5h 6h 7h

SCHEDULE

06	
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22	

NOTES

☐ Planned ☐ Reviewed ☐ Done

Tuesday

Date _____

TO DO

TASK	MIN	✓

WORKLOAD (shade an hour per hour planned)

1h 2h 3h 4h 5h 6h 7h

SCHEDULE

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NOTES

☐ Planned ☐ Reviewed ☐ Done

Wednesday

Date _____

TO DO

TASK	MIN	✓

WORKLOAD (shade an hour per hour planned)

1h 2h 3h 4h 5h 6h 7h

SCHEDULE

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NOTES

☐ Planned ☐ Reviewed ☐ Done

Weekly planner

Week of _____

Thursday

Date _____

TO DO

TASK	MIN	✓

WORKLOAD (shade an hour per hour planned)

1h 2h 3h 4h 5h 6h 7h

SCHEDULE

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22	

NOTES

☐ Planned ☐ Reviewed ☐ Done

Friday

Date _____

TO DO

TASK	MIN	✓

WORKLOAD (shade an hour per hour planned)

1h 2h 3h 4h 5h 6h 7h

SCHEDULE

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NOTES

☐ Planned ☐ Reviewed ☐ Done

Weekend

Date _____

TO DO

TASK	MIN	✓

WORKLOAD (shade an hour per hour planned)

1h 2h 3h 4h 5h 6h 7h

SCHEDULE

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NOTES

☐ Planned ☐ Reviewed ☐ Done