

Weekly Execution Framework

A structured weekly planning and review loop.

What This Framework Is

This is a recurring weekly loop (plan, execute, review) built so that priorities set on Monday still mean something by Friday, instead of getting quietly replaced by whatever became urgent along the way. The loop matters more than any single week's plan, since the review step is what keeps the following week's plan honest.

The Core Mechanism

- 1. A fixed weekly anchor.** Planning happens at the same time each week, not "when there's a free moment." An anchor that moves is the first thing to get skipped.
- 2. Priorities converted into calendar time.** A list of priorities without assigned execution blocks competes with everything else that shows up during the week and usually loses.
- 3. A short review loop.** A brief end-of-week look at what shipped, what slipped, and why closes the loop and feeds directly into next week's plan.

How to Apply This Week

1. Set a fixed day/time for weekly planning and protect it.
2. Convert your top 3 priorities into specific calendar blocks.
3. Run a 10-minute review at week's end before planning next week.

Where This Breaks Down

The loop tends to fail quietly at the review step, not the planning step. Plans are easy to make and easy to skip reviewing honestly, especially after a bad week. Skipping the review because the week went poorly is exactly when it matters most: without it, next week's plan repeats the same conflict instead of adjusting for it. The review only works if it happens on weeks that went badly, not just the ones that went well.

Simple Tracker

Week Of	Top 3 Priorities	Shipped?	Why It Slipped